

## Iowa Department of Public Health

### **Briefly describe the specific project in which the paired practica team will be involved and how the project relates to health transformation.**

The Iowa Department of Public Health, Bureau of Family Health (BFH) is seeking a student intern team to conduct an assessment of local MCH agencies' knowledge, capacity, and professional development needs relative to health care reform and the ACA. The student intern team will use the "State Title V Roles in Health Reforms including ACA: A Title V State Access to Care Assessment Tool" to collect. This tool was developed by the National MCH Workforce Development Center. BFH staff and stakeholders will customize the Assessment Tool reflect state specific information. The Assessment Tool was developed to assess the changing needs of states related to health care reform and the need to align Title V Block Grant funds and other funding sources with federal priorities. In addition to collecting data via the Assessment Tool, the interns will conduct key informant interviews with MCH project directors and relevant stakeholders. The students will analyze the results and submit a final report of findings to the Title V director, Title V needs assessment leadership team and grant coordinators. The intern team will also develop a plan for conducting a study of Iowa's MCH workforce. The workforce study's purpose is to assess local MCH grantees current staff capacity to carry out newly identified services relative to health care reform. In addition the BFH is interested in obtaining a state-level view of the MCH workforce including trends in staff retention, graduation rates in MCH related fields, and educational/professional development needs. The plan would include a recommended strategy to collect the data, potential survey questions, supplemental data sources, and other recommendations for completing the workforce study. If time allows, the intern team will pilot the survey.

### **List three to five overall project objectives and then describe how you see a paired practica team contributing to achievement of these objectives.**

- Provide orientation/education on the Title V Access to Care Assessment Tool to local MCH grantees via webinar.
- Implement the Assessment Tool with 24 local MCH grantees, based on the recommendations of Iowa's MCH Workforce Development Team.
- Conduct four to five key informant interviews based on the results of the Assessment Tool.
- Develop a report of the findings of the Assessment Tool and key informant interviews, including recommendations of action steps to move Iowa's Title V system forward in health care reform activities.
- Develop a plan to conduct an MCH workforce study, including survey topics/questions, data sources and other recommendations

### **Provide a brief description of the specific activities in which the paired practica team will be engaged to carry out the project.**

#### *Undergraduate Student Activities*

- Assist with the development of the online survey of the Assessment Tool

- Take notes during key informant interviews
- Assist with coding data from key informant interviews, under the direction of the graduate student intern
- Format final report based on key themes
- Research potential data sources for the workforce study
- Create drafts of presentations

#### *Undergraduate Skills*

- Familiarity with current and emerging MCH and health care reform issues
- Excellent MS Office (Word, Excel, PowerPoint) skills
- Excellent attention to detail
- Ability to work independently
- Strong organization skills
- Effective oral and written communication skills
- Ability to work with an interdisciplinary team

#### *Graduate Student Activities*

- Provide leadership for conducting the Assessment Tool survey
- Develop surveys
- Conduct orientation/education on the Assessment Tool via webinar
- Analyze results of the survey and key informant interviews and develop key themes, within the context of health care reform
- Develop final report based on key themes and recommendations
- Present findings to Iowa's MCH Workforce Development Team and other Title V stakeholders

#### *Graduate Student Skills*

- Understanding of how to translate public health data into actionable information
- Familiarity with current and emerging MCH and health care reform issues
- Exposure to statistical software, such as SAS; willingness to learn SAS as needed
- Familiarity with qualitative analysis skills
- Excellent MS Office (Word, Excel, PowerPoint) skills
- Experience in conducting qualitative analysis
- Ability to work independently
- Strong organizational skills
- Effective oral and written communication skills
- Ability to work with an interdisciplinary team
- Ability to direct the work of the undergraduate student

**Describe the deliverables expected from the “paired practica” team by the end of the summer (even if the project will be ongoing).**

- Assessment Tool Survey conducted with all 24 local MCH grantees

- Four to five key informant interviews conducted
- Survey and key informant interview analysis and report development
- Workforce study plan developed

**Identify the students' primary and secondary mentors, their backgrounds, and their availability to act as preceptors during the summer of 2015.**

Primary Mentors: Janet Beaman and Melissa Ellis will serve as co-mentors for the paired practica team. Ms. Beaman and Ms. Ellis serve as the leadership for Iowa's Workforce Development Team and have served as mentors/preceptors for numerous interns in the Bureau of Family Health. Janet Beaman serves as an Executive Officer 2 within the Iowa Department of Public Health's Bureau of Family Health and has worked in the Maternal and Child Health (MCH) program for 19 years. She provides leadership in the Child Health program and serves as a Regional Health Consultant for five local MCH contract agencies. She manages four contracts with Iowa Medicaid that incorporate services and funding within the MCH program. Janet also is a Bureau unit lead for six staff, provides direction for a Bureau Quality Improvement team, and has served as a preceptor for four interns over the years. She participates on Iowa's MCH Workforce Development Workgroup and attended the National MCH Workforce Development Center's training in Chapel Hill in June 2014. Melissa Ellis serves as an Executive Officer 2 within the Iowa Department of Public Health's Bureau of Family Health and has worked in the Maternal and Child Health (MCH) program for almost 10 years. She provides leadership in the bureau and manages several state funded contracts as well as representing the bureau on the Iowa Child Death Review Team and serving previously as a Regional Health Consultant for several local MCH contract agencies. She currently serves as the Regional Health Consultant team lead and is the lead project staff person for Iowa's MCH Workforce Development Workgroup. Melissa attended the National MCH Workforce Development Center's training in Chapel Hill in June 2014.

Secondary Mentor: Debra Kane, PhD, RN, PHCNS-BC, is an epidemiologist assigned to the Iowa Department of Public Health by the CDC. She has over 20 years of experience serving as a mentor, preceptor and teacher. Sarah Mauch, MPH, is serving as the primary contact for Iowa's FFY2016 Needs Assessment and was the primary mentor for Iowa's 2014 paired practica team. The primary and secondary mentors, along with other Bureau staff, will be available to provide guidance and support to the summer paired practica team. In addition, the IDPH offers a welcoming and supportive environment through which emerging public health professionals can learn and grow. Many prior fellows and interns have opted to remain as employees of the agency after completing their assignments. Others have used their experiences to launch their public health careers or go on to doctoral programs. IDPH's interns have been successful in having abstracts accepted for presentations at national conferences, such as AMCHP, MCHEPI, and the National Oral Health Conference.

**Please indicate whether housing is available for the students near your agency and provide some recommendations. Note: Since the students will be unfamiliar with the area, we are requesting that the agency provide at least two suggestions of housing options in the area.**

BFH health staff will assist the interns to summer obtain housing. Housing options include sublets from Drake University students, a summer intern housing program at Grand View University, as well as community members who offer rooms for rent.

## **Illinois Department of Public Health, Office of Women's Health and Family Services**

**Briefly describe the specific project in which the paired practica team will be involved and how the project relates to health transformation.**

The Office of Women's Health and Family Services (OWHFS) of the Illinois Department of Public Health (IDPH) is committed to improving the lives of women and children throughout Illinois by assuring timely access to affordable, comprehensive, high-quality healthcare and by delivering population-based programs that promote the public's health. OWHFS is seeking Paired Practica students to support our efforts within the Title V Maternal and Child Health (MCH) Program. The practica students would assist our office in translation of the Needs Assessment into recommendations for public health practice, specifically as related to systems building and health transformation. Specifically, the student(s) will work with assigned mentors and other OWHFS staff to further describe Title V priorities from the 2015 Needs Assessment in a health transformation context. This project will help Illinois Title V develop a systems-based approach to move forward in the changing healthcare environment. There will be two major phases of this project:

*Summarize Health-Transformation data related to Title V priorities.* Students will identify and compile secondary data on healthcare access, utilization, quality, and cost related to 3-4 of the Title V priorities identified in the 2015 Needs Assessment. For each selected priority, the students will generate fact sheets that summarize and describe health service metrics as: service utilization, geographic distribution of services vs. need, gaps in services, disparities in care, cost of care, healthcare financing, etc. The students will use these metrics as benchmarks to help assess the healthcare landscape for the Title V priority areas, thus providing further information how IDPH can address needs, reduce disparities, and develop evidence-based systems and practices to improve maternal, infant, and child health.

*Generate action plans for Title V priorities.* The student team will work with OWHFS MCH staff and external stakeholders to generate health-transformation-focused action plans for each of the state priorities identified in the Title V Needs Assessment. These plans will be informed by the data fact sheets and will provide concrete recommendations and steps for OWHFS to successfully address healthcare service and systems issues related to the Title V priorities. The action plans will be used by OWHFS staff to help guide program development, evaluation, and transformation over the next five years.

Under the leadership of their mentors, the students will work with various OWHFS staff, including the OWHFS Data and Epidemiology team, to complete practica objectives and contribute to the Office's overall mission of quality Maternal and Child Health services.

**List three to five overall project objectives and then describe how you see a paired practica team contributing to achievement of these objectives.**

The graduate and undergraduate students will work collaboratively to accomplish four major objectives related to this project:

- Apply health services research concepts to public health practice by identifying, compiling, and analyzing relevant healthcare metrics for 3-4 Title V priorities
- Enhance skills in data translation and presentation by generating products that summarize health transformation data for the 3-4 selected Title V priorities, including fact sheets and a summary PowerPoint presentation
- Translate data into public health action through developing a health transformation action plan for the 3-4 selected Title V priorities
- Develop written communication skills by creating a written final action plan report
- Develop oral communication skills by present products to OWHFS staff and external partners

**Provide a brief description of the specific activities in which the paired practica team will be engaged to carry out the project.**

*Specific activities you expect the undergraduate student intern to perform.*

- Assist graduate student in identifying relevant measures of healthcare access, utilization, quality, and cost for each selected priority area
- Identify and compile secondary data for the selected health service metrics
- Assist graduate student with developing fact sheet sections, including writing narrative sections, visualizing data, and summarizing key conclusions
- Develop PowerPoint presentation on health transformation data and present to OWHFS staff and external partners, such as the MCH Advisory Committee, Perinatal Advisory Board, and MCH Family Council
- Take notes during meetings that seek to elicit feedback from OWHFS leadership and external partners about health transformation action steps related to each selected priority
- Assist graduate student in creating action plans for each selected priority
- Assist graduate student in writing final report on the “Health Transformation Action Plan”

*Skills that you expect the undergraduate student intern to have.*

- Interest and commitment to public health, health service delivery, health services research, and maternal and child health
- Proficiency in Microsoft Office Professional Software (Access, PowerPoint, Word and Excel)
- Strong organizational skills
- Effective written communication skills
- Effective oral presentation skills and interest in public speaking
- Ability to work independently
- Ability to work on an interdisciplinary team

*Specific activities you expect the graduate student intern to perform.*

- Provide leadership and mentorship to undergraduate student throughout practica projects
- Identify relevant measures of healthcare access, utilization, and quality for 3-4 Title V priorities
- Assist undergraduate student in identifying and compiling secondary data for the selected health service metrics
- Develop fact sheets, including creating standard fact sheet format/layout, writing narrative and summary sections, and developing appropriate charts and graphs
- Facilitate meetings to elicit feedback from OWHFS leadership and external partners about health transformation action steps related to each selected Title V priority
- Generate Health Transformation action plans for each selected Title V priority, including action steps and measureable objectives
- Write final report summarizing on the Health Transformation Action Plans
- Develop PowerPoint presentation on action plans and present to OWHFS staff and external partners, such as the MCH Advisory Committee, Perinatal Advisory Board, and MCH Family Council

*Skills that you expect the graduate student intern to have*

- Knowledge of health services research principles and concepts
- Knowledge of healthcare delivery systems and the Affordable Care Act
- Familiarity with current and emerging maternal and child health issues, including health equity, the life course framework, and the social determinants of health
- Understanding of how to translate public health data into actionable information
- Advanced skills in Microsoft Office Professional Software (Access, PPT, Word, Excel)
- Strong leadership skills and initiative
- Excellent organizational and time management skills
- Excellent interpersonal skills and ability to work on an interdisciplinary team
- Ability to consolidate and report findings to OWHFS leadership

**Describe the deliverables expected from the paired practica team by the end of the summer (even if the project will be ongoing).**

- Fact sheets on health transformation data for 3-4 Title V priority areas
- PowerPoint presentation to OWHFS staff on summary of health transformation data (undergraduate)
- Detailed action plans related to health transformation for each selected Title V priority area
- PowerPoint presentation to OWHFS staff on action plans (graduate)
- Final report on Title V Health Transformation Action Plan

**Identify the students' primary and secondary mentors, the mentors' backgrounds, and their availability to act as preceptors during the summer of 2015.**

Primary Mentor: Brenda Jones, DHSc, RN, WHNP-BC. Dr. Jones is the Illinois Title V Director and Deputy Director of the Office of Women's Health and Family Services. She has over 25 years of experience with leadership in maternal and child health.

Secondary Mentor: Eduardo Alvarado MPH, MPAP. Mr. Alvarado is the OWHFS data coordinator. Eduardo has worked in Public Health for over 15 years in various public health departments and with CDC.

**Indicate whether housing is available for students.** We do not have housing available but happy to assist with supporting the students in locating housing. Chicago is a very large urban center and there are many sub-leases available on Craigslist or through the numerous universities located in the city. <http://chicago.craigslist.org/search/sub?query=UIC>. Staff can assist with determining housing locations that are convenient to the IDPH office.



## **Michigan Children with Special Health Care Needs (CSHCS) program**

**Briefly describe the specific project in which the paired practica team will be involved and how the project relates to health transformation.**

In the face of a changing and challenging health care environment, MI Children with Special Health Care Needs (CSHCS) program proposes to use graduate and undergraduate students to gather information that will assist in identifying how to conduct outreach to the current, more technology focused generation of parents (in conjunction with the Family Center for CYSHCN). MI CSHCS is still not visible enough to all those who might take advantage of the services offered. MI CSHCS needs to know how to best communicate with current young families with children with special health care needs. The project also involves gathering information from parents about their experiences with health transformation and provides an opportunity to educate young families about the Healthy MI (Medicaid expansion program) and other resources that might be available to them based on their experiences and expressed needs.

**List three to five overall project objectives and then describe how you see a paired practica team contributing to achievement of these objectives.**

- 1) To determine how to best provide information and increase outreach to young families with CSHCN.
- 2) To determine the impact of health care transformation on the families of CSHCN.
- 3) To develop a strategy for dissemination of information to families of CSHCN including information about Healthy MI and other resources that appear to be relevant for these families based on their reported experiences with health transformation.

**Provide a brief description of the specific activities in which the paired practica team will be engaged to carry out the project.**

- Specific activities you expect the undergraduate student intern to perform.
- Skills that you expect the undergraduate student intern to have.
- Specific activities you expect the MPH or doctoral student/recent graduate student intern to perform.
- Skills that you expect the MPH or doctoral student/recent graduate student intern to have.

### *Undergraduate Student Activities*

- Assist with the development of a focus group guide aimed at getting input from parents of CSHCN which will provide information about: 1) how the families learned about the MI CSHCS program; 2) their preferred method of communication with CSHCS; 3) their experiences to date with health transformation in the state.
- Assist in the identification of parents to attend the focus groups in five geographical areas throughout the state.
- Collect resources about Healthy MI for distribution during focus group sessions (and eventually through online communication by the CSHCS staff).
- Take notes during focus group sessions.

- Assist with hand- coding/analysis data from the focus groups, under the direction of the graduate student intern.
- Assist with formatting of the focus group final report.
- Assist in development of a presentation on results for MI CSHCS staff.

#### *Undergraduate Skills*

- Familiarity with current and emerging MCH and health care reform issues
- Excellent MS Office (Word, Excel, PowerPoint) skills
- Excellent attention to detail
- Ability to work independently
- Strong organization skills
- Effective oral and written communication skills
- Ability to work with an interdisciplinary team
- Some previous exposure to qualitative methods and analysis a Plus but not a requirement

#### *Graduate Student Activities*

- Provide leadership for the development of a focus group guide aimed at getting input from parents of CSHCN which will provide information about: 1) how the families learned about the MI CSHCS program; 2) their preferred method of communication with CSHCS; 3) their experiences to date with health transformation in the state.
- With the assistance of the agency preceptors, develop a plan to identify and reach parents to attend focus groups in five geographical areas throughout the state.
- Lead five focus group sessions.
- Lead the hand-coding/analysis of data from the focus groups with help from the undergraduate student intern.
- Prepare the final report with formatting assistance from the undergraduate intern.
- Develop presentation of results for MI CSHCS staff with the assistance of the undergraduate student intern; present the results if time allows.

#### *Graduate Student Skills*

- Familiarity with current and emerging MCH and health care reform issues
- Excellent MS Office (Word, Excel, PowerPoint) skills
- Qualitative analysis skills
- Experience in conducting qualitative analysis
- Ability to work independently
- Strong organizational skills
- Effective oral and written communication skills
- Ability to work with an interdisciplinary team
- Ability to provide direction to the undergraduate student

**Describe the deliverables expected from the paired practica team by the end of the summer (even if the project will be ongoing).**

A final report informing CSHCS of the results of the focus groups with two major foci: 1) Delineation of the best methods for communication with families of CSHCN including a plan for reaching parents of CSHCN more effectively; 2) Description of the experience of families with CSHCN with respect to health transformation and a strategy for dissemination of information about Healthy MI and other resources that appear to be relevant for these families based on their reported experiences with health transformation.

**Identify the students' primary and secondary mentors, the mentors' backgrounds, and their availability to act as preceptors during the summer of 2015.**

Primary: Karla McCandless/Rebecca Start – the primary role will be conducted by a team of two CSHCS managers. KM is the CSHCS Policy & Program Development Manager and this would be considered program development. RS is the CSHCS Quality & Program Services Manager and this project will also need a quality perspective and a view regarding the actual communications identified or developed are consistent with the program services. With two primary mentors, the assistance will be more comprehensive and there is a higher likelihood that at least one will be available as needed.

Secondary: Candi Bush – As the Director of the Family Center for CYSHCN , Candi will be able to give direction regarding families of children with special health care needs, contacts, resources etc.

**Please indicate whether housing is available for the students near your agency and provide some housing recommendations. Note: Since the students will be unfamiliar with the area, we are requesting that the agency provide at least two suggestions of housing options in the area.**

- Kellogg Conference Center – Hotel affiliated with MI State University, E. Lansing. 517-432-4000
- Candlewoods Suites of E. Lansing – 517-351-8181
- The Lodges of E. Lansing – 517-333-3220

Approximately 10 miles from housing site to office. Conveniently located bus line.

**The Maryland Department of Health and Mental Hygiene, Office of Family Planning and Home Visiting**

**Briefly describe the specific project in which the student team will be involved and how you see their role/contribution with the project.**

The Maryland Department of Health and Mental Hygiene, Office of Family Planning and Home Visiting (OFPHV) intern will support the mission and purpose of the OFPHV which includes the delivery and support of activities that enhance, protect and promote the reproductive health of women and girls and improve the well-being and health of children. The OFPHV manages Maryland's Title V and X programs and an intern would be given specific duties in support of activities related to the work of the OFPHV. The OFPHV interns can expect to work on two primary projects pertinent to OFPHV's service and project goals and objectives. Specifically, the interns will assist with additional statewide Title V needs assessment activities including conducting focus groups with target audiences (teen mothers, young adults, males, etc.) to identify barriers to primary care, to understand male roles in reproductive health decisions, as to identify other key health issues. The second project will involve assisting OFPHV with the development of a Men's Health Report Card. Key activities associated with this project will include conducting background research on the topic, identifying indicators, data collection and analysis, and the development of the report.

**Provide a brief description of the specific activities that the student team will be engaged in to carry out the project.**

Graduate student:

- Assist in the development of the interview protocols
- Conduct focus groups and key informant interviews
- Conduct literature reviews
- Gather qualitative and quantitative data
- Analyze data in written format and assist with development of summary reports and Report Card

Undergraduate student:

- Support the development of interview protocols
- Serve as a note taker and observer during the focus groups and key informant interviews
- Assist the graduate student in transcribing interview notes
- Assist the graduate student with gathering additional quantitative and qualitative data (including data entry)
- Conduct literature reviews
- Assist the graduate student with developing evaluation summary reports and Report Card

Both students will serve on the state Title V needs assessment committee.

**Identify the students' primary and secondary mentors, their backgrounds, and their availability to act as preceptors during the summer of 2014.**

The OFPHV's primary mentor will be the Director of the office, Dr. Stacey Little. Dr. Little has over 20 years of experience in maternal and child health, community engagement, HIV/AIDS prevention, STD prevention, capacity building, health disparities, community health and research and evaluation. She has served as a senior public health professional for non-profit community-based and global organizations focusing on adolescent and women's health, STD/HIV prevention, and human development. Dr. Little will work closely with the intern and oversee both projects assigned to the student. Hourly weekly meetings will be scheduled for supervision and ongoing communication will be paramount to ensure completion of the proposed assignments.

The secondary mentor will be Ms. Yvette McEachern, the current Chief of the Title V Program under OFPHV. Ms. McEachern has over 25 years of experience in the field of public health and has worked with the Title V Agency in several capacities over the past 20 years. She led Maryland's Title V needs assessment activities for both 2005 and 2010. Ms. McEachern will work closely with the intern on Title V needs assessment activities detailed in objectives 1 and 2.

## **Minnesota Department of Health Children and Youth with Special Health Needs**

**Briefly describe the specific project in which the paired practica team will be involved and how the project relates to health transformation.**

The Minnesota Department of Health's Children and Youth with Special Health Needs (CYSHN) Section is seeking a student team to conduct a needs assessment related to the system of care for CYSHN and their families. During the internship, the interns will utilize the National Standards for Systems of Care for Children and Youth with Special Health Care Needs to assess the strengths, gaps, and needs of Minnesota's CYSHN population. Specific needs assessment activities will include: learning about the National Standards and Core Outcomes for CYSHN, conducting six to eight structured inquiry sessions to assess the state of cross-systems care coordination for CYSHN utilizing the "Circle of Care Modeling" approach (training will be provided to orient the interns to model and session structure), gathering and analyzing data on the six national core outcomes related to CYSHN, and report and/or fact sheet writing, resending findings to CYSHN staff and community stakeholders (including families of CYSHN), developing recommendations for routinely assessing the needs of Minnesota CYSHN and their families. The needs assessment project ties in very nicely with Minnesota's health reform efforts, as we will be working to determine statewide trends and needs when it comes to building an integrated, comprehensive, and family-centered system of care for CYSHN. Minnesota has taken a progressive approach to health reform and health transformation, and is in some ways "ahead of the curve" when it comes to health transformation for all Minnesotans. During the internship, the interns will have the opportunity to be directly involved with health reform efforts in Minnesota as they assess how health delivery system changes have specifically impacted CYSHN and their families and determine where there are gaps in integrating care across various systems, including primary care, specialty care, education, social services, and public health.

**List three to five overall project objectives and then describe how you see a paired practica team contributing to achievement of these objectives.**

- Conduct and perform analysis of six to eight inquiry sessions to assess cross-systems care coordination for CYSHN, utilizing the "Circle of Care Modeling" approach.
- Develop final written report of findings from inquiry sessions.
- Gather data and develop report cards /fact sheets on Minnesota's status regarding the national core outcomes for CYSHN.
- Present findings of inquiry sessions and core outcomes to community stakeholders, including families of CYSHN.
- Develop a set of recommendations for conducting routine assessments of the CYSHN system of care.

**Provide a brief description of the specific activities in which the paired practica team will be engaged to carry out the project.**

*Undergraduate Student Activities*

- Participate in trainings on: CYSHN population, National Standards for Systems of Care for CYSHCN, “Circle of Care Modeling,” and other topics as needed
- Assist in arranging logistics and sending invitations to inquiry sessions
- Assist in facilitating and take notes during the inquiry sessions
- Assist graduate student intern in coding/analysis of inquiry session data
- Assist in report writing of summary reports and final report from inquiry sessions
- Assist graduate student in gathering information for and formatting of CYSHN core outcome report cards /fact sheets
- Develop draft of presentation and participate in presenting needs assessment findings to community stakeholders

#### *Undergraduate Student Skills*

- Familiarity with the CYSHN population and/or knowledge of reliable sources of information/data on the CYSHN population
- Ability to work with various stakeholder audiences, including providers/professionals from differing professions and parents/families of CYSHN
- Ability to gather data, compile information, and prepare reports
- Ability to work well on a team
- Excellent skills using Microsoft Office applications (Word, Excel, PowerPoint)
- Excellent attention to detail
- Ability to work independently
- Strong organizational skills
- Ability to communicate effectively, both orally and in writing

#### *Graduate Student Activities*

- Participate in trainings on: CYSHN population, National Standards for Systems of Care for CYSHCN, “Circle of Care Modeling,” and other topics as needed
- Provide leadership and facilitation of inquiry sessions
- Analyze inquiry session data, including developing key themes and recommendations
- Assist in report writing of summary reports and final report from inquiry sessions
- Gather, compile, and analyze data to be included on CYSHN core outcome report cards/ fact sheet
- Present needs assessment findings to community stakeholders
- Develop a set of recommendations for routine assessment of the system of care for CYSHN

#### *Graduate Student Skills*

- Familiarity with current and emerging issues in the CYSHN population and/or knowledge of reliable sources of information/data on the CYSHN population
- Ability to work with various stakeholder audiences, including providers/professionals from differing professions and parents/families of CYSHN
- Ability to work well on team
- Excellent critical thinking skills

- Ability to facilitate and analyze data from inquiry sessions
- Familiarity with quality improvement techniques
- Understanding of how to translate public health data into actionable information
- Excellent skills using Microsoft Office applications (Word, Excel, PowerPoint)
- Excellent attention to detail
- Ability to work independently
- Strong organizational skills
- Ability to communicate effectively, both orally and in writing

**Describe the deliverables expected from the “paired practica” team by the end of the summer (even if the project will be ongoing).**

- Six to eight inquiry sessions conducted by the end of the summer
- Brief written summary of each inquiry session completed after each event
- Final written report including analysis of all inquiry sessions by the end of the summer
- Analysis conducted and six report cards / fact sheets completed (one for each CYSHN national core outcome) by the end of the summer
- Presentation to CYSHN Section Staff and CYSHN stakeholders on core outcomes and inquiry sessions by the end of the summer
- Set of recommendations for conducting routine assessments of the CYSHN system of care completed by the end of the summer

**Identify the students’ primary and secondary mentors, their backgrounds, and their availability to act as preceptors during the summer of 2015.**

Various staff persons in the CYSHN Section of MDH will be available to provide general guidance and support to the summer interns. The interns will have the opportunity to work with an interdisciplinary staff in a welcoming and supportive environment.

Primary Mentor: Barb Dalbec Ms. Dalbec will act as the primary preceptor for the project. She will be providing general oversight over the project. Ms. Dalbec is the Director of the Minnesota Children and Youth with Special Health Needs Title V Program. She has a Bachelor of Science in Nursing from the University of Minnesota. She comes to the position with a strong background in quality improvement and work with children and youth with special health needs. Prior to becoming the state's Title V-CYSHN Director, Ms. Dalbec was supervisor for a the newborn screening program that works to changes systems for those diagnosed with a condition found through newborn screening including hearing screening. She has extensive experience working on local, regional and statewide public health programs aimed to improve systems for children with special health needs. Much of her experience has been in partnership with the Departments of Education and Human Services and Primary Care Organizations to assure a coordinated, comprehensive system of early intervention services for infants and toddlers with disabilities and their families. She also participated in many the National Leadership network and collaborative learning opportunities to expand to advance and sustain cultural and linguistic competence in systems serving CYSHN.



Secondary Mentor: Barbara Frohnert Ms. Frohnert will act as a secondary mentor for the project. She will especially be available to the graduate-level intern and will provide oversight over the data analysis for the project. Ms. Frohnert is the supervisor of the Birth Defects Monitoring and Analysis unit. Previously, she was a senior epidemiologist with the Pregnancy Risk Assessment Monitoring System (PRAMS) and birth defects programs. She completed a two-year CDC/CSTE Applied Epidemiology Fellowship, and later mentored a fellow while at MDH. Ms. Frohnert is experienced in gathering and analyzing data, including complex survey analysis. She has completed qualitative data analysis projects such as content analysis of key informant interviews and evaluation of service referrals for families by Children & Youth with Special Health Needs staff. Her skill areas include translating surveillance data into useful information, whether it be for the Title V Needs Assessment, program evaluation, or presentations to the general public. She has participated in guiding student field experiences for both graduate and undergraduates. Ms. Frohnert has an MPH in Maternal & Child Health with an epidemiology focus from the University of Minnesota – Twin Cities. She also has BAs in International Relations and in Political Science from the University of Wisconsin – Madison.

**Please indicate whether housing is available for the students near your agency and provide some recommendations. Note: Since the students will be unfamiliar with the area, we are requesting that the agency provide at least two suggestions of housing options in the area.** We would assist the students in finding housing, navigating public transportation, and adjusting to living in Minnesota. A variety of housing options are available either near our office or that are easily accessible via public transportation. The University of Minnesota's Institute for Mathematics has compiled a searchable database of housing with short-term lease options (<http://www.ima.umn.edu/visiting/housing/index.php>). Students can search this list for a list of options depending on their requirements. The website lists apartment options including the Burlington Apartments (<http://www.theburlingtonapts.com/>) or 808 Berry Place (<http://www.808berry.com/>), both in Saint Paul. Options in Minneapolis are also available.

## North Carolina Department of Health and Human Services

**Briefly describe the specific project in which the paired practica team will be involved and how the project relates to health transformation.**

NC Department of Health and Human Services, Women's Health Branch believes in order to reduce infant mortality you must improve the health of the women during their childbearing years (preconception health). They feel that a women's overall well-being is important and not just as an important way to improve the health of their babies. They also feel that male involvement and support is critical to this process. "Preconception health helps women and men think about how their behaviors, lifestyles, and medical conditions affect their ability to live healthy lives and to have healthy children. It gives them the opportunity to be assessed for risks, to be counseled about healthy living, and to be offered treatment as needed."

<http://everywomannc.com/about-us>

Inspired by their vision the agency has developed a Preconception Health Strategic Health Plan. The strategic plan summarizes an extensive and collaborative planning process that outlines the efforts that should be taken to address issues related to preconception health.

The agency would like to formulate ways to operationalize their Preconception Health Strategic Plan focusing on health disparities and the life course perspective (plan and the supplement attached). The students' tasks would include conducting focus groups with stakeholders and program participants (Young Moms Connect, First Time Moms) and meeting with the leadership team at the agency to gather information about who the agency needs to partner with and some steps the agency can take to implement the plan. The students will compile the data and provide recommendations to the agency with respect to how they can make the strategic plan a reality in the form of a report and present their findings/recommendations to the agency staff.

**Provide a brief description of the specific activities in which the paired practica team will be engaged to carry out the project.**

*Specific activities you expect the undergraduate student intern to perform.*

- Assist the graduate student in identifying the key stakeholders and program participants to include in focus groups
- Schedule and coordinate focus groups
- Take notes during the focus groups
- Assist grad student in the analysis of focus group data

- Assist the grad student in creating recommendations of how the plan/strategies could be implemented
- Create first draft of the presentation to NC agency team

*Skills that you expect the undergraduate student intern to have.*

- Familiarity with current and emerging maternal and child health issues
- Experience with community outreach and/or working with community base programs
- Excellent MS Office applications (Word, Excel, PowerPoint) skills
- Excellent attention to detail
- Ability to work independently
- Strong organizational skills
- Effective oral and written communication skills
- Ability to work with an interdisciplinary team

*Specific activities you expect the graduate student intern to perform.*

- Identify key stakeholders and program participants who would participate in the focus groups (with the help of the agency mentor)
- Develop surveys as needed and develop focus group questions
- Provide leadership and facilitate focus groups
- Analyze focus group data
- Develop report based on key themes providing recommendations
- Present findings to the NC agency team

*Skills that you expect the graduate student intern to have.*

- Understanding of how to translate public health data into actionable information
- Qualitative research experience preferred
- Familiarity with current and emerging maternal and child health issues
- Excellent MS Office applications (Word, Excel, PowerPoint) skills
- Experience with community outreach and/or program development
- Excellent attention to detail
- Ability to work independently
- Strong organizational skills
- Effective oral and written communication skills
- Ability to work with an interdisciplinary team

**Identify the students' primary and secondary mentors, the mentors' backgrounds, and their availability to act as preceptors during the summer of 2014.**

**Primary Mentor:** Shelby Weeks is the new Preconception Health and Family Support Program Unit Supervisor within the Women's Health Branch effective February 2, 2015. She is also the Young Families Connect Project Director. Previously, Shelby served as the Project Director for North Carolina's three Healthy Start projects-Eastern, Northeastern and Triad Baby Love Plus since November 2007. She has over 22 years' experience managing community and hospital-based case management, outreach, fatherhood and health promotion programs for women, infants and families. She received her Master of Human Services degree from Lincoln University (PA), a Graduate Certificate in Maternal Child Health Leadership from the University of North Carolina at Chapel Hill and a Bachelor of Arts in Political Science from Millersville University.