

# State Application Example

Below is an example of a “model” application submitted for Summer 2017. While each state Title V agency application will be unique and the emphasis of each state project will vary, you may find it helpful to see what level of detail we are looking for in a state application.

**Agency:** Texas Department of State Health Services

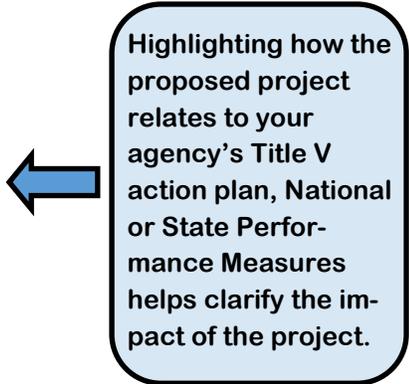
**Division:** Family and Community Health Services (FCHS) Division, Maternal and Child Health Unit

**Briefly describe the project (or projects) in which the students will be involved and how the project(s) relates to your state’s priorities, National or State Performance measures and strategies in your Title V action plan. Note: Students should work on at least one joint project but can work on individual tasks as well.**

The student interns will jointly oversee completion of the qualitative components of a gap analysis to inform strategic action planning for improving preconception and interconception health and health care (PCHHC) in Texas. Specifically, the interns will facilitate communication and information collection through interviews, listening sessions, and/or focus groups with an array of DSHS public health partners to learn about opportunities and barriers within DSHS’ direct sphere of influence for improving PCHHC. After collecting information, the interns will synthesize results and communicate findings and recommendation for action to key decision makers and other stakeholders. This work will assist DSHS in focusing strategic planning efforts and inform development of a state action plan for improving PCHHC.

By contributing to a larger landscape assessment for PCHHC in Texas, this joint project directly supports Texas’ Title V action plan to implement state Strategy 3 for National Priority Measure 1, percent of women with a past year preventive medical visit. Strategy 3 is to assess the landscape for support of preconception health initiatives throughout the state and to partner with public and private organizations, coalitions, clinicians, health plans, family advocates and other stakeholders to increase capacity, synergy and collective impact of initiatives to improve women’s health and health care delivery. This strategy also serves to address the State Priority Need to provide support to promote quality in primary care, women’s health, and specialty services.

In addition to the joint project, interns may choose to select an additional mentored experience including shadowing a maternal and child health (MCH) subject matter expert (SME) and completing a relevant mini-project of their choosing, as developed in collaboration with the appropriate MCH SME. Examples of MCH SME topical areas are reflected in Texas-selected Title V national and state performance measures, including focus on women’s health, breastfeeding, sleep safety, developmental screening, injury prevention, adolescent transition, medical home, tobacco prevention and reduction of exposure to environmental tobacco smoke, community integration of children with special health care needs, childhood obesity, reduction of disparities in infant mortality, and preventive health care among young adults.



Highlighting how the proposed project relates to your agency’s Title V action plan, National or State Performance Measures helps clarify the impact of the project.

List 2-3 overall project objectives for the joint project that the students will work on and then describe the activities you envision them engaging in to achieve these objectives.

Project Objective 1: Solicit and collect input from key public health partners about barriers and opportunities for implementation of recommended PCHHC practices.

Anticipated activities and timeline:

**Weeks 1-3:**

**General Orientation:** The initial task of the interns will be to become familiar with the organizational structure, functions, and personnel of the FCHS Division as relevant to PCHHC. The interns will be provided with supervision, guidance, and support from the Primary, Secondary, and backup mentors while receiving a general orientation to the agency, especially to those areas of DSHS that intersect with PCHHC. Orientation will also include familiarization with the social, political, and cultural environment of women's and preconception health and health services in Texas and with background information about key partners and stakeholders in women's and preconception health. Meetings will be arranged to orient the interns with broad awareness about Title V MCH priorities, MCH SMEs, and MCH public health partners.

**Project Orientation:** A series of meetings and presentations will be provided to most efficiently transfer knowledge to interns regarding the DSHS PCHHC framework development and assessment work to date. Prior to the summer internship, DSHS MCH SMEs will complete foundational landscape assessment work to inform the PCHHC gap analysis. This will include review and collation of PCHHC indicators, seminal literature, best and promising practices, and current programs, policies, guidelines, and messaging within DSHS' sphere of influence and relevant to DSHS PCHHC priorities. SMEs will also initiate contact and communication with key public health partners to orient them to this work and solicit anticipated availability and their participation in data collection activities. Data collection will be conducted by the student interns.

**Mini-project identification:** Interns and MCH SMEs will discuss potential mini-project opportunities during the orientation process. Interns will choose their preferred shadowing and/or mini-project opportunity by the 2<sup>nd</sup> week and will work with the mentor(s) and appropriate MCH SME to develop a work plan to outline the project, responsibilities, and timeline.

**Weeks 1-9:**

**Ongoing orientation and mentorship:** Interns will meet regularly with mentors for ongoing orientation, mentorship, and input to/updates about ongoing development of components of the gap analysis that will be finalized with information collected through the joint project.

**Weeks 2-4:**

**Planning and development:**

In consultation with mentors and informed by SMEs completed foundational assessment work, interns will identify and prioritize areas for which focused qualitative information is most needed to complete a PCHHC gap analysis.

Interns will oversee identification and development of methods (e.g. key informant interviews, focus groups, listening sessions), implementation tools (e.g. interview guides, focus group guides, brainstorming tools), data collection tools, and meeting schedules (within previously identified parameters of partners' availability) for collecting information from public



When describing the objectives, please provide a timeline of how your team and the interns will meet those objectives over the course of the internship.

health partners.

**Weeks 4-6:**

**Implementation:** Interns (with support from mentors) will implement chosen methods, using chosen tools, to collect information from public health partners to complete gap analysis.

**Project Objective 2: Analyze and synthesize collected information to complete gap analysis.**

**Weeks 4-8:** Interns will analyze collected information using informal methods and, in collaboration with mentors and public health partners, will synthesize the collected information to complete the gap analysis. The interns will then work with mentors to summarize findings from the gap analysis and the previously conducted foundational landscape assessment work and make recommendations to inform development of a DSHS PCHHC action plan.

**Project Objective 3: Communicate findings and recommendations to key decision makers and PCHHC stakeholders.**

**Weeks 1-3:** Interns will become oriented to the potential audiences (including key decision makers and stakeholders). Interns will work with mentors to identify the target audience(s) and preferred method(s) (e.g. presentation, webinar, written report, material) for communication of findings and recommendations. A timeline will be developed and any needed meetings or events will be scheduled.

**Weeks 5-7:** Interns will begin to develop communication plans and materials.

**Weeks 8-9:** Interns will disseminate communication(s) to target audience(s).

**What skills are required for the project(s)? Check all that apply.**

**Microsoft Word**

**Microsoft Excel**

**Microsoft PowerPoint**

Program Planning

**Program Evaluation**

**Literature Review Skills**

**Community Assessment**

**Qualitative Methods (Implementation)**

**Qualitative Methods (Analysis)**

**Facilitation Skills**

**Survey Development**

SAS/SPSS/STATA

**Synthesis of Information**

**Communication Skills**

**Presentation Skills**

Other \_\_\_\_\_

**Describe the deliverables or products expected from the MCH Title V internship team by the end of the summer (even if the project will be ongoing).**

The MCH Title V internship team will collaborate with project mentors to complete a written PCHHC gap analysis, and will deliver completed products by the end of the summer internship including **documentation of collected data** from public health partner input and intern-developed **communication material(s)** summarizing findings and recommendations to inform development of a PCHHC action plan.

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



**Please provide the information about the individuals at your agency who will serve as the students' preceptor or preceptors. These individuals do not need to include the Title V Director.**

**Primary Preceptor**

**Title:** Women's, Perinatal, and Infant Health Nurse Consultant and Team Lead / State Breastfeeding Coordinator

**Secondary Preceptor**

**Title:** State Women's and Perinatal Health Coordinator

**Additional preceptor (optional)**

**Title:** State Perinatal and Infant Health Coordinator

**Upload the resume of the primary preceptor below.**

**Is there affordable housing available for the students near your agency or easily accessible by public transportation? Yes/No**

Yes

No

**What is the typical cost of a short-term rental or sublet near your agency or easily accessible by public transportation?**

- 500-700 /per person
- 701-900/per person
- 901-1100/per person
- 1101-1301/per person
- 1301+/per person

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 students will be 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**

Identifying more than one preceptor can help the Title V agency ensure that student interns will always have support, regardless of other responsibilities the main preceptor may have and/or vacation schedules.

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