

Ohio Commission on Minority Health

Local Office on Minority Health Grantee Meeting

Reina Sims, MSA

Program Manager





Local Office on Minority (LOMH) Grant Program Guidelines

Agenda

- 1) Grants Administration
- 2) Grant Reporting



LOMH Grant Program Guidelines



Documents that detail LOMH Grant program administration:

- FY16 LOMH RFP
- Acknowledgement of Terms
 - Adherence to approved special conditions
 - Adherence to grant administration guidelines
- Approved Project Action Plan





LOMH Grant Program Guidelines

FY 16 LOMH RFP

- 1) Biennial Grant – 2 years
- 2) Year 2 – Funding dependent on satisfactory progress of year 1 goals and objectives.



LOMH Grant Program Guidelines

Acknowledgement of Terms

The grant award is subject to and in consideration of the grantee's compliance with the terms and conditions incorporated either directly or by reference to each element included in the signed Acknowledgement of Terms (AOT) document.



LOMH Grant Program Guidelines

- a) Grant award is contingent upon the availability of funds;
- b) The Ohio Revised Code 3701.78/Amended Substitute House Bill 171;
- c) The Commission on Minority Health “Grants Administrative Rules”;
- d) Certification that the agency is not totally dependent on Commission funds;
- e) All expenditures must be based upon the budget that is approved by the Commission;
- f) Agency will be held to quarterly expenditures according to the approved budget and approved distribution;
- g) Expenditures will be reimbursed upon submission of the required, quarterly program and expenditure reports and the supporting documents, that are due no later than 15 days after the end of the quarter;
- h) At least two on site visits to observe service delivery and review fiscal and supporting documents will be required;
- i) **Submit all media publication drafts, i.e., TV, radio and newspaper ads, T-shirts, flyers and/or brochures to the Commission for pre-approval and prior to incurring any expense. Acknowledge the Commission funded program activities and/or printed materials by stating “Funded by the Ohio Commission on Minority Health”;**
- j) All funds must be expended toward activities within the county area funded;
- k) Organization membership cannot be a prerequisite for services. Commission funds cannot be used to support agency fundraising events and for the purchase of medication for participants;
- l) Grantee must comply with all special conditions related to fiscal and program areas;
- m) Signed Acknowledgement of Terms, budget revision, and special terms and conditions noted below must be submitted to the Commission no later May 15, 2015;
- n) All funded projects must participate in Minority Health Month Expo in March 2016. If Commission funds are used for overnight stay, grantee must setup display table the day before the event. In addition funded agencies are **required to provide two minority health month events; Local offices on minority health are eligible to apply separate for funding. Failure to apply and/or obtain separate funding will not exempt commitment from their minority health month activities;**
- o) All Commission funded activities must be free to the target population identified in the grant application;
- p) **Grantees are required to select an evaluator from the list approved by the Research Evaluation Enhancement Project (REEP). Additionally, grantees must comply with REEP program requirements established by the Ohio Commission on Minority Health; please see the Commission website at www.mih.ohio.gov for evaluation guidance; and**
- q) Recruitment and placement of projected staff and contract staff must be in place by the end of the first quarter.





LOMH Grant Program Guidelines

REQUIRED GRANT ACTIVITY

- A. The grantee will furnish the Commission with documentation/written reports according to the following schedule:
 - 1. Special conditions must be addressed in writing on or before **May 15, 2015**.
 - 2. Quarterly program narrative, quarterly expenditure, and evaluation reports on or before **October 15, 2015(1st qtr.), January 15, 2016 (2nd qtr.), April 15, 2016 (3rd qtr.), and July 15, 2016 (4th qtr.)**.
 - 3. The Annual Report is due on August 15, 2016.
 - 4. The Biennial Report is due on August 15, 2017.
 - 5. Reports should NOT contain any photographs or documents that contain the full name of participants. Grantees are expected to redact (white out) any personal health identifiers (social security numbers, name etc.).
 - 6. Consent forms must be obtained in order to use identifying photographs.
 - 7. Grantees are expected to maintain confidentiality on all medical screenings data.
 - 8. Grantee will submit their most recent audit by October 30, 2016.
- B. Site visits will be scheduled as deemed necessary by the Commission.
- C. Evaluation
 - 1. The REEP approved evaluator must engage with the assigned REEP Panel Member for scheduling meetings.
 - 2. The Program Director must ensure that program evaluation reports are reviewed by assigned REEP Panel Member prior to submission.
 - 3. The Program Director and REEP Evaluator will participate in face to face meetings, webinars, and/or conference calls with REEP Panel Members and OCMH Staff.





LOMH Grant Program Guidelines

Required Grant Activity

Site visits

Scheduled as deemed necessary by the Commission.

Evaluation

Grantee must provide progress on each Core Competencies, and their corresponding required, standardized process and outcome objectives on a quarterly basis.



LOMH Grant Program Guidelines

Site Visits

Site visits will happen at least twice per year, and as needed. Site visits allow Commission program staff to get a more in depth program overview beyond quarterly reports, and they provide Commission staff with the opportunity to provide technical assistance, and relevant Commission updates.





LOMH Grant Program Guidelines

Site Visits

**Site visits consist of two
mandatory parts:**

1. Program Review
2. Advisory Council Observation

They are conducted on the same day.

No exceptions.



LOMH Grant Program Guidelines

Approved Project Action Plan

The approved Project Action Plan is the “road map” of how you will implement and evaluate your LOMH program.



LOMH Grant Program Guidelines

- Grant Award
- Grant Administration Documents
- Staff on Board
- Attended the Grantee Meeting

Sooooo...What's Next??





LOMH Grant Program Guidelines

Quarterly Reports

- Quarterly program narrative, quarterly expenditure, and evaluation reports are **required**.
- The format for Commission quarterly reports are available on our website at www.mih.ohio.gov under Grantee Forms.
- Quarterly reports are due on or before October 15, 2015 (1st qtr.), January 15, 2016 (2nd qtr.), April 15, 2016 (3rd qtr.), and July 15, 2016 (4th qtr.).



LOMH Grant Program Guidelines



LOMH Quarterly Report

Agency Name: Toledo-Lucas County Health Department

Dates of Period: January 1- March 31, 2015

Office Name: Toledo-Lucas County Health Department Office on Minority Health

Grant #: MIHL-15-01

SECTION I: Demographics – Major Activities Conducted

	Number of Organizations/Individuals Served by Core Competency				
	Comp 1: Monitor Health Status	Comp 2: Inform, Educate & Empower	Comp 3: Mobilize Community Partnerships & Action	Comp 4: Develop Policies & Plans	Other (TLCCOMH Organizational Representation)
Total Number of Organizations Served by Category (where applicable)	<u>14</u>	<u>18</u>	<u>12</u>	<u>5</u>	<u>10</u>
Health Department (Local)	<u>1</u>	<u>1</u>	<u>—</u>	<u>—</u>	<u>1</u>
Community-based, Minority-Serving Org.	<u>5</u>	<u>10</u>	<u>10</u>	<u>2</u>	<u>4</u>
Faith-based Organizations	<u>2</u>	<u>2</u>	<u>—</u>	<u>—</u>	<u>1</u>
Government Agency (Local)	<u>4</u>	<u>—</u>	<u>—</u>	<u>1</u>	<u>—</u>
School/Hospital/Clinic	<u>—</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>3</u>
News/Media Company	<u>—</u>	<u>1</u>	<u>—</u>	<u>—</u>	<u>1</u>
Business (Local)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Other (specify)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Total Number of Individuals Served by Category (where applicable)	<u>158</u>	<u>230</u>	<u>80</u>	<u>20</u>	<u>76</u>
Race/Ethnic Group					
American Indian	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Asian	<u>—</u>	<u>126</u>	<u>—</u>	<u>—</u>	<u>—</u>
Black/African-American	<u>52</u>	<u>93</u>	<u>50</u>	<u>6</u>	<u>48</u>
Caucasian	<u>90</u>	<u>11</u>	<u>23</u>	<u>13</u>	<u>21</u>
Hispanic/Latino	<u>13</u>	<u>—</u>	<u>6</u>	<u>1</u>	<u>6</u>
Other/Unknown (specify):	<u>—</u>	<u>—</u>	<u>1</u>	<u>—</u>	<u>1</u>
Gender					
Male	<u>55</u>	<u>34</u>	<u>32</u>	<u>6</u>	<u>20</u>
Female	<u>103</u>	<u>196</u>	<u>48</u>	<u>14</u>	<u>56</u>
Unknown	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>



LOMH Grant Program



SECTION II: Program Summary

Dates of Period: January 1, 2014 –March 31, 2015

Grant #: MIHL-15-01

Agency Name: Toledo-Lucas County Health Department

Project Name: Toledo-Lucas County Health Department Office on Minority Health

A. ORGANIZATIONAL STATUS

Please provide any updates on changes in LOMH staffing, advisory committee or office operations.

Staffing: No changes to report.

Advisory Council: No changes to report.

Office Operations: No changes to report.

B. PROGRESS TOWARD CORE COMPETENCY OBJECTIVES

For each core competency, please provide information on major activities, tasks completed, anticipated next steps, problems/barriers encountered, and areas of success.

COMP 1: Monitor and report the health status of minority populations

Required Process Objectives:

Process Objective # 1: During each quarter of FY 2015, the Toledo-Lucas County Local Office on Minority Health (TOMH) will disseminate at least three written and/or oral reports to stakeholders and/or the general public regarding the health status of minority populations in Toledo/Lucas County.

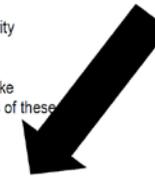
Associated Measure # 1: The number of completed written reports disseminated to stakeholders and the general public regarding the health status of minority populations. Copies of these reports will be used to validate completion.

3rd Quarter Activity:

During the 3rd quarter of FY 2015, the TOMH developed and disseminated three reports related to minority health status in Lucas County. These included:

1. 2014 Lucas County African American Male Wellness Walk (AAMWW) 2014 Report, January 21, 2015, was disseminated on the local Office of Minority Health website. The primary mission of the 2014 AAMWW was to improve the health of the urban community by promoting exercise, encouraging men to "know their numbers" i.e. blood pressure, blood glucose, height, weight, body mass index, and body fat percentage, and increasing the number of men who visit a doctor annually.

During the 3rd quarter of FY 2015, the TOMH developed and disseminated three reports (YTD No: X% of 12) related to minority health status in Lucas County. These included:



LOMH Grant Program Guidelines

2. Asthma "Hot Spotting" Identifying Geographic Concentrations of Child Asthma Incidents in the Greater Toledo Area presentation, February 18, 2015, The Ohio Department of Health reports that child asthma incidents occur more frequently in the African American population, as compared to others in Ohio. This presentation looked at asthma disparities in our local area. This presentation's PowerPoint slides were also disseminated on the local Office of Minority Health website.

Process Objective # 2: During each quarter, the TOMH will reach 1,000 people via electronic media, including website hits to the TOMH website.

Associated Measure # 2: The number of unique individuals reached via electronic media with statistics and reports regarding the health status of minority populations. In the case of media reports, the estimated penetration rate or market coverage rate will be used to estimate exposure.

3rd Quarter Activity:

October-December 2014:

Unique Visitors	Number of Visitors	Page Views	Hits
1,904 (YTD No: X% of 4,000)	2,635	4,807	71,289

Process Objective # 3: During each quarter, at least one press release will be sent to area newspapers, television and radio stations regarding the health status of minority populations.

Associate Measure # 3: The number of press releases sent regarding monitoring and reporting the status of minority populations in Toledo/Lucas County.

3rd Quarter Activity:

During the 3rd Quarter FY 2015, TOMH issued one press release regarding Minority Health Month 2015.

Process Objective # 4: During each quarter, the TOMH Coordinator will attend at least 2 meetings with other community organizations during which minority health status is discussed.

Associated Measure # 4: The number of printed meeting agendas, minutes of meetings, and attendance sign in sheets that clearly demonstrate the Coordinator attended and reported on the health status of minorities in Toledo/Lucas County.

3rd Quarter Activity:

1. During the 3rd Quarter FY 2015, the coordinator participated in meeting of Ohio Equity Institute, Lucas County Getting to One meeting on March 24, 2015. Discussion included Preconception and Safe Sleep and Racism as a Social Determinant of Health subcommittee work and review of logic model. There was also discussion on the OEI participation on the Lucas County Community Health Improvement Plan around Infant Mortality.
2. During the 3rd Quarter FY 2015, coordinator participated with representatives from Buckeye Health Plan and the Hospital Council of Northwest Ohio on March 12, 2015. Buckeye sponsored a focus group to gather data from pregnant, low income, minority women to assist t





LOMH Grant Program Guidelines

Quarterly Report Submission Requirements

Quarterly reports must be:

- A. Received, in full (program and fiscal) by email on or before due date AND
- B. Original signed copy is not post marked on or before due date

If extenuating circumstances (illness, emergency office closure, etc.) prevent the completion of the quarterly report, an extension with suggested due date must be submitted in writing to the Program Manger, and Fiscal Specialist prior to the due date. The requests will be considered on a case by case basis.

If your agency does not send an extension request, and the grant is not received on or before the due date, your grant will be out of compliance. You will receive a letter to this effect, to include a new due date.

Please note: Upon the failure to meet the third out of compliance notice requested information, your grant will be recommended to begin the grant termination process for non-compliance, through Grants Committee and Full Board action items.



LOMH Grant Program Guidelines

Once quarterly reports are received:

1. Reports are reviewed
2. Approved or Not Accepted as Submitted
3. A letter is sent via email noting acceptance or non-acceptance
4. If accepted as submitted: No further action is required on part of grantee. File letter for reference.
5. If not accepted as submitted, required questions will be sent to grantee with a due date for submission.
6. Failure to submit a response by due date, with no request for extension, will result in an, "Out of Compliance Letter."



LOMH Grant Program Guidelines

To Recap:

1. Consult Grant Administration Guidelines (RFP, AOT, Special Conditions, Approved Project Action Plan.)
2. Meet with your team regularly to ensure grant is progressing as per program plans, and data collection is occurring accurately.
3. Ensure that you meet reporting deadlines
4. Communicate with the Commission as needed for questions related to grant administration.



LOMH Grant Program Guidelines





LOMH Grant Program Guidelines

Program Contact Information

Reina M. Sims, MSA

Program Manager

Ohio Commission on Minority Health

77 S. High Street, 18th FL

Columbus, Ohio 43215

614.466.4000 Office

614.752.9049 Fax

Reina.Sims@mih.ohio.gov

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Thank you!

