**COMMUNITY** LEADERS INSTITUTE

# 5-week leadership development program

***for community health leaders & advocates***

February - March 2018

Program Description and Application Packet

**2018 Applications due Friday, December 15, 2017.**



CLI | Program Description

### Thank you for your interest in the Community Leaders Institute~

We look forward to receiving your application. Please feel free to call if you have any questions or concerns that are not addressed in this application package.

The CCTST Community Engagement Core is pleased to invite you to submit your application for participation in the Community Leaders Institute. Enclosed for your use and review are:

### Program Description

### Application Timeline

### 2018 Class Dates

### Application Instructions

### Confidential Application

# DESCRIPTION

### COMMUNITY LEADERS INSTITUTE (CLI)

The Community Leaders Institute is an eight-session leadership development training program offered over five consecutive weeks in February-March. The goal is to build research and leadership skills that the individual can use to improve or develop a health program. Training sessions are designed to build leadership and research/program evaluation skills in the following areas: Grant Writing; Accessing Public Datasets; Program Evaluation; Quality Improvement; Survey Development & Assessing Community Health Needs; Design Thinking; Research Ethics. Participants receive a small grant and have the opportunity to apply the skills learned to a health-related project (project will be carried out over the next 12 months).

### WHO SHOULD APPLY?

Program administrators, organizational leaders, community physicians and other key program staff who want to gain skills in program evaluation/research and network with other community agencies/practices should apply as **Community Leaders.**

Un-paid volunteers at community organizations or agencies should apply as **Community Health Advocates**. Members of CCTST partnering institutions (University of Cincinnati, CCHMC) may apply as **Auditors** and are accepted on a limited basis.

CLI | Program Description

# PROGRAM BENEFITS

Opportunity to enhance leadership skills.

Creates highly motivated community/health advocates who are better prepared to participate in community research projects.

Improves individuals’ abilities to partner with community or academic organizations to improve health in the community.

Develops skills in grant writing, finding and using data collected on local communities, creating databases, using a web-based data system, developing good surveys, making sure your program is using techniques that work, and how to tell if programs are working (evaluation).

Provides networking opportunities among community organizations in the Greater Cincinnati area (includes Northern Kentucky).

Participate in thought-provoking and interactive training activities.

Gain a broader perspective of community health issues.

Have an opportunity to participate in solving problems which affect the health of the community.

Receive deserved recognition and prestige as a community/ health advocate making contributions to improve health in Greater Cincinnati.

# The CLI Experience is a great opportunity to increase your skills, network with others interested in improving health in the community.

# 2018 PROGRAM TOPICS/DATES

* **Participants are expected to attend all sessions.** Those who miss two sessions may be denied graduation and asked to withdraw from the program and the grant will not be awarded.
* **Participants will also be required to give a presentation about their project on the last day of class and submit 6-month and 12-month progress reports.**
* The CCTST Community Engagement Core reserves the right to change the program dates if required for the success of the program.
* Please review the list of tentative program dates to make certain that we can expect your full participation should you be selected. You will be notified of your selection status in **late January 2018.**

Unless otherwise noted: all morning sessions begin promptly at **8:30 a.m.** and end at **11:30 a.m.** continental breakfast will be provided for morning sessions. Please arrive between **8 a.m. - 8:15 a.m. for breakfast.** Afternoon sessions will begin at **12:30 p.m.** and end at **3:30 p.m.**

**Quality Improvement/ Ensuring Evidence Based Practice**

*Date: February 23, 2018 (morning session)*

**Accessing Public Datasets**

*Date: February 23, 2018 (afternoon session)*

**Community Research Ethics**

*Date: March 2, 2018 (morning session)*

**Grant Writing**

*Date: March 2, 2018 (afternoon session)*

**Survey Development & Assessing Community Health Needs**

*Date: March 9, 2018 (morning session)*

**Design Thinking**

*Date: March 9, 2018 (afternoon session)*

**Program Evaluation**

*Date: March 16, 2018 (morning session)*

**Integration & Individual Project Sessions**

*Date: March 23, 2018 (morning session)*

Graduation/ Spring Speaker Series Dinner Date: TBD (April 2018)

# APPLICATION GUIDELINES

* 2018 Applications are due by midnight on **Friday December 15, 2017.**
* Applications can be viewed and downloaded from the CCTST Website:<https://cctst.uc.edu/programs/community/cli>
* The application and supplementary materials should be typed and submitted via online application <https://redcap.research.cchmc.org/surveys/?s=WLMMMDELHH>
* OR via Email, Fax, or Mail to the contact below:

### Stacey Gomes

**CCTST Community Engagement Core 3333 Burnet Avenue, MLC 8700**

**Cincinnati, OH 45220**

[**Ph: 513-803-0917 | Fax: 513-636-7400 | Email: ctsa@cchmc.org**](mailto:ctsa@cchmc.org)

**SPECIAL NOTES:**

Should you have additional questions about the application, we strongly encourage you to contact the CCTST Community Engagement Coordinator, Stacey Gomes, at [ctsa@cchmc.org](mailto:ctsa@cchmc.org) or (513) 803-0917. Extended technical assistance hours will be offered during the open application period.

Please return the application to the CCTST Community Engagement Core no later than midnight on **Friday, December 15, 2017**.

To be considered for this program, your application must be completed in its entirety.

**Pre-Application Information Session\***

October 19, 3:30 pm, United Way; 5/3 Convening Center

**Application Due**

December 15, 2017

**Applicants Notified**

End of January 2018

**Applicants Notified**

Fridays; February 23 – March 23, 2018 (see schedule on page 4)

**Grant Project & Budget Period**

March 31, 2018 - March 31, 2019

\*strongly encouraged, not required

### COMMUNITY LEADERS INSTITUTE

**APPLICATION FORM**

Applicant Checklist:

Completed Application

Resume

Description of Relevant Experience (see below)

Recommendation Letter

**Community Leaders:** Verification of non-profit status, such as an IRS determination letter

Application Instructions: Please limit the application form to 4 pages. This does not include your Resume. Use checklist above to confirm that all materials have been completed. Complete Online application at: <https://redcap.research.cchmc.org/surveys/?s=WLMMMDELHH>

OR email, mail or fax 1 completed copy of your application packet to:

Cincinnati Children’s Hospital Medical Center Attn: Stacey Gomes

3333 Burnet Avenue, MLC 8700

Cincinnati, OH 45229

513-636-7400 (Fax)

513-803-0917 (Phone)

[ctsa@cchmc.org](mailto:ctsa@cchmc.org)

Name:

Partner Organization/Community Group (if applicable):

Address:

Email:

Phone (primary): Phone (secondary):

Please select your Community Leaders Institute Track:

Community Leader  Community Health Advocate

Auditor

### Please answer the following questions

(Required as part of your application):

### Relevant Experience

How did you get interested/ involved in health activities in your community?

Please tell us about any experiences you have had (work, volunteer, and/or personal) that are relevant to this application (e.g., volunteered at a community garden, school, health activity).

### General Questions

Briefly describe your reasons for wanting to participate in the Community Leaders Institute?

**Which sessions of the Community Leaders Institute would you find most beneficial in your work in community or health programs?**

Grant Writing  Community Research Ethics

Accessing Public Datasets  Quality Improvement/Ensuring Evidence-Based Practice

Program Evaluation  Survey Development

Design Thinking  Other; (please explain):

### Please explain how these sessions would benefit your work:

**Please explain how you would use the information and skills gained in the Community Leaders Institute.**

**Which of these are you working on improving or would you like to work with?**

Childhood Asthma  Adult Neuroscience

Primary Care Prevention  Underserved Populations

Obesity  Infant Mortality

Mental/Behavioral Health  Other; (please explain):

### Which Greater Cincinnati areas will you most likely be working in for your project?

Avondale  Walnut Hills

Price Hill  Madisonville

Covington  Other (please explain):

**I will need assistance designing and implementing a project.**

**If you will need assistance with a project, please indicate what types of health projects you are interested in below.**

**Proposed Project** (Example project & budget on following page)

Title of Project:

Target Population:

Project Goals:

Evaluation Plan (how will you measure the success of the program):

Budget: Please describe how you would spend your CLI grant award (Advocates: $1,000; Community Leaders $1,500):

### Example Project & Budget: Community Leaders ($1,500)

**Title of Project:** *Implementing a Safe Sleep Program in the Cincinnati Health Department*

**Target Population:** *All vulnerable postpartum women in Cincinnati*

**Project Goals:** *To identify and decrease on the amount of women who do not have a safe sleep arrangement after delivery.*

**Evaluation Plan** (how will you measure the success of the program): *Community Health Workers (CHW)/Nurses (RN)/Social Workers (SW) will make home visits to postpartum women discharged from the hospital upon referral to the First Steps Program (Home visitation and care coordination after delivery). The CHW/RN/SW will provide education on safe sleep (as well as other topics) and ask the mom to identify their safe sleep arrangement and demonstrate safe sleep with the infant. If there is a mom, who do not have a safe sleep arrangement, the CHW/RN/SW will arrange to have the mom complete a brief pre-test on safe sleep, have them watch a DVR on safe sleep and complete a post-test after watching the DVR. The CHW/RN/SW will then provide them with a pack-n-play and schedule a follow up visit to evaluate compliance.*

*The evaluation will look at pre-test scores and post-test scores to determine what knowledge was gained; track the amount of women that were identified without safe sleep arrangements and evaluate compliance at follow up visit.*

**Budget:** *The project budget will include purchasing supplies and equipment for safe sleep program.*

|  |  |  |
| --- | --- | --- |
| Safe Sleep Program | Pre-Test/Post Test Copies | $ 110 |
|  | Instructional Video to assemble Pack-N-Play (2) | $ 20 |
|  | Safe Sleep Video | $ 20 |
|  | Pack-N-Play (27@ $50.00 each) | $ 1,350 |
| Total |  | **$1,500.00** |

### Example Project & Budget: Community Health Advocates ($1,000)

**Title of Project:** *Nutrition Education at the Freestore Foodbank*

**Target Population:** *Food Insecure adult patrons of the Freestore Foodbanks Choice Food Pantry*

**Project Goals:** *To design a Nutrition Education Program that utilize community partners and volunteers to increase nutrition literacy by providing basic nutrition education and cooking skills to the target population.*

**Evaluation Plan** (how will you measure the success of the program): *A volunteer for the nutrition program will be responsible for delivering pre-determined curriculum created by nutrition professionals (Registered Dietitians, Dietetic Technicians, Registered or current Dietetic Students at local colleges) with topics covering basic nutrition and cooking skills. This 6 week rotating class will include a pre and post-test before and after each one hour session.*

*The classes are designed to be interactive so the participants are able to starting applying knowledge right away. The participants will be able to take food and supplies with them that support the theme of the class and allow them to practice the new skills they are developing in class. The pre and post tests will be analyzed and complied to determine what knowledge was retained, what the clients disliked and enjoyed about the presentation and to see what material that is not being covered that the clients are interested in learning.*

*Clients who are interested in sharing what they have learned in class will be considered for a peer training model (Train the Trainer) to facilitate nutrition education in the community.*

*The evaluation will look at pre-test scores and post-test scores to determine what knowledge was gained; track the amount of women that were identified without safe sleep arrangements and evaluate compliance at follow up visit.*

**Budget:** *The project budget will include purchasing incentives and supplies for the nutrition education program and its volunteers.*

|  |  |  |
| --- | --- | --- |
| Nutrition Education Program | Additional Training Materials for Advocate and  volunteers | $ 250 |
|  | Thank you cards/ Gifts for Volunteers | $ 250 |
|  | Food not available in food room | $ 250 |
|  | Train the Trainer Stipend | $ 250 |
| Total |  | **$1,000.00** |

**

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Questions should be directed to

[Stacey Gomes at CTSA@cchmc.org](mailto:CTSA@cchmc.org) or 513.803.0917

