National Health Corps Florida

2016-2017 AmeriCorps Program Information for Host Site Partners

**PROGRAM SUMMARY:** The National Health Corps (NHC) is an AmeriCorps program funded by the Corporation for National and Community Service (CNCS). The Health Federation of Philadelphia (HFP) serves as the main grantee for the National Health Corps, and distributes funds to sub-grantee programs in Chicago, Florida, Philadelphia and Pittsburgh. The National Health Corps Florida is a program of the National Health Corps and is administered by the Northeast Florida Healthy Start Coalition.

Created in 1994, the mission of NHC is ***to foster healthy communities by connecting those who need it most with health and wellness education, benefits and services, while developing tomorrow’s compassionate health leaders.*** To achieve this mission, each year the National Health Corps recruits, trains and places emerging health leaders in resource-limited organizations that aim to improve health outcomes throughout Philadelphia, Pittsburgh, Chicago and Florida. Between 2015-2016, 88 NHC members served in more than 60 organizations nationwide, reaching 90,206 underserved kids and adults.

In exchange for committing to serve 1700 hours over the course of a 46 week term of service, NHC Florida members will receive an AmeriCorps education award of $5,775. Members also receive a living allowance of $12,530 (paid by NHC Florida) and health insurance. Members also receive support and training from the NHC Florida and their host site to ensure their success in completing their service activities while developing members as life-long citizens committed to volunteerism, health careers and caring for the medically underserved.

**PURPOSE:** The purpose of this RFP application is to help the NHC Florida program in identifying, assessing and selecting host site partners for the 2016-2017 program year where NHC Florida members will serve.

**APPLICATION CLOSING DEADLINE**: **Tuesday, February 16th by 5:00pm** Applications must be received via email in MS Word format, by the closing date and time to be considered. Faxed applications will not be accepted. Applications must be submitted by email to **jlarramore@nefhsc.org**

**NUMBER OF HOST SITES SELECTED:** The NHC Florida anticipates hosting 23 to 24 member slots for the 2016-2017 program year. Organizations may apply for more than one member. A different service position description is required for each position in which your organization is applying but one application can be submitted for multiple positions. The NHC Florida anticipates having more applications for host sites than there are available member slots, therefore, not every organization that applies will be selected.

**COST SHARING REQUIREMENT**: The cash contribution required of host sites for the 2016-2017 program year is dependent on the level of federal funding we receive.  We anticipate that the cash contribution amount will be between $10,500 – $12,500 per member. Host sites must also provide in-kind site supervision and any training or support required by members to complete the activities described in their position description.

**PROGRAM PERIOD:** August 15, 2016 to August 14, 2017

**PROJECTED TERM PERIOD FOR MEMBERS**: September 6, 2016 to July 24, 2017

*Please review this packet for specific details about the NHC Florida AmeriCorps program and the host site application process. Email Jennifer Larramore, NHC Florida Program Director, at* ***jlarramore@nefhsc.org*** *with any questions or to set up a meeting to discuss the partnership.*

**NHC Program Design**

The National Health Corps AmeriCorps program focuses on three major program objectives to achieve its mission:

1. **Objective #1: Empower youth and adults to make smart choices about their health and lead healthier lives.**
   1. National Health Corps members provide two main direct services in the host site organizations where they serve:
      1. *Education:* Provide education and skills building to kids and adults about disease prevention and management, and overall wellness. Topics include heart disease, diabetes, healthy eating and fitness, maternal and child health, HIV/AIDS, and much, much more.
      2. *Access:* Provide and connect kids and adults with health and social services in their communities that help them lead healthier lives. Access services members provide fall under three main categories:
         1. *Health Benefits and Services:* Enrolling and connecting kids and adults into health insurance, prescription drug and other health benefit programs
         2. *Social Services:* Enrolling and connecting kids and adults with social services such as transportation, housing and food assistance
         3. *Health Screenings:* Providing health screenings such as dental, heart and respiratory disease, diabetes and HIV/AIDS
2. **Objective #2: Foster emerging leaders’ skills related to professional development, commitment to health-related careers, ethic of service, and reducing health disparities.**
   1. National Health Corps staff and partners provide members with three major activities throughout their service year:
      1. *Trainings:* NHC training is a shared responsibility between members, program staff and host sites where members serve. All play a role in assessing members’ training needs, designing and delivering trainings to members and continuously evaluating and improving NHC training goals and objectives. NHC members receive a series of trainings delivered by NHC program staff and partners, as well as host sites where they serve throughout their 46-week term of service that focus on a number of core competencies including professional development, patient/client relations, cultural competency, and public health and civic engagement knowledge and skills.
      2. *Hands on Experience:* NHC members gain hands-on-experience in their service positions at their host sites, through professional development committees that they participate in and lead, and through outside service/volunteer opportunities they engage in throughout their 46-week term of service.
      3. *Reflection:* NHC members participate in a number of activities that provide them with opportunities to reflect on their personal and professional growth, and overall service experience. Activities include blogging, interactive reflection activities such as personal asset mapping, roundtables and group sharing, visual representation activities, one-on-one discussions and case studies.
3. **Objective #3: Support organizations that aim to improve health outcomes in underserved communities.**
   1. National Health Corps members provide host site organizations where members serve with a variety of support services including:
      1. Recruiting, training and managing volunteers;
      2. Developing and implementing direct service programming;
      3. Building partnerships;
      4. Providing training and outreach to staff.

**Host Site Eligibility Requirements**

In order to be a NHC Florida host site, an organization must:

* Be a 501(c)3 nonprofit organization or public agency
* Provide opportunities for Corps members to perform **direct service activities** that addresses the health needs of underserved communities and neighborhoods in NHC Florida, and are consistent with NHC Performance Measures
* Demonstrate the capacity to provide on-site mentoring and supervision, as well as personal and professional development opportunities, for the member(s) it is assigned
* Not use a Corps member to replace or displace an existing employee or volunteer, or fill a vacant position that was held by a salaried or wage employee within the last six months
* Certify that the organization or agency is a Drug Free Workplace and in compliance with the requirements for federal grant recipients under Section 5153 through 5158 of the Anti-Drug Abuse Act of 1988
* Offer services without regard to age, religion, disability, political affiliation, veteran status, gender, sexual orientation, race, ethnicity, or national origin

**Host Site Expectations & Commitments**

Host Sites take on a variety of responsibilities when they are selected to host an NHC Florida member. The NHC Florida works to support each Host Site and member in meeting the goals of the program. Each Host Site is asked to fulfill the following expectations and commitments:

* Provide each member with a position description that clearly defines their duties and responsibilities including day-to-day activities;
* Designate someone at the organization as the member host site supervisor;
* Provide each member with any resources and tools needed to perform effectively such as access to a phone and appropriate service space;
* Provide members with any site‑specific training they need to carry out program goals;
* Supervise, monitor, and mentor their member(s), this includes holding weekly supervision meetings with the member;
* Participate and respond in a timely manner to surveys and assessments related to performance measures and evaluation studies;
* Review and electronically sign documentation related to daily activity logs, performance measures and hours of service on an ongoing, bi-weekly or semi-monthly basis;
* Assess each member's performance mid and end-of-year;
* Attend quarterly host site supervisor meetings and other meetings as needed;
* Put appropriate safeguards in place to ensure the safety of participants;
* Understand prohibited member activities and ensure that members are not engaging in prohibited activities
* Guarantee all organizational staff understand the purpose of the NHC Program, roles and responsibilities of NHC members, and prohibited activities
* Contribute a cash contribution toward the program operating costs as determined by the program
* Inform operating site staff and provide documentation of any concerns, problems or issues related to a member’s performance or conduct at the site and agree to follow NHC Member Performance Improvement/Disciplinary Action Procedures;
* Allow their NHC member(s) to attend NHC sponsored member meetings, trainings, group services projects, retreat, etc. as determined by the NHC operating site.

The assigned site mentor must meet the following criteria:

* Be readily accessible to the member on a daily basis
* Physically located in the same building/office as the member
* Oversee daily activities of the member and provide regular feedback
* Provide support and mentorship to the member
* Fulfill the mentor responsibilities such as signing timesheets, establishing a schedule and expectations of the member, attending host site supervisor meetings and participating in host site visits.

**Member Training**

NHC training is a “shared responsibility” meaning members, program staff and host site supervisors all play a role is assessing need, designing training and evaluating and improving training. In addition to providing training to members serving at your agency, host sites agreed to release members from regular service responsibilities to participate in mandatory National Health Corps Florida Training sessions, Pre-Service Orientation, member meetings, member retreat, end of year ceremony and other trainings, committees and professional development opportunities as required by the NHC Florida program.

**What NHC Members Can and Cannot Do**

NHC members will follow a pre-determined position description (written by their Host Site and approved by the NHC Florida) for their year of service. Member roles must relate to the design of the NHC Florida program and contribute to achieving the programs performance measures.

NHC members **may**:

* May engage in **direct service** activities. Direct service activities are hands-on and relate to the core of an organization’s mission. Direct service means that members have regular person-to-person, face-to-face contact with patients, clients and community residents and that the members’ service directly impacts the individuals being served. Examples include: helping patients complete health insurance enrollment paperwork; scheduling and teaching healthy cooking classes; and calling and engaging patients to encourage them to join a diabetes management class.
* May engage in activities that are distinct from those of existing staff and volunteers; members should have independent duties, separate from **“**assisting” a staff person.
* May engage in **limited** indirect service. Indirect service typically involves behind-the-scenes or capacity building types of activities, where members have limited interactions with clients and residents and are not likely to see the results of their activities. They tend to benefit communities but not necessarily individual identified people with whom the member is serving. Members may do **some** indirect service but these activities should represent only a **small percentage** of their time. Member activities should primarily be **direct service** in nature.
* May recruit, supervisor and train volunteers to support the host site mission
* May do direct service activities that related to the NHC mission and performance measures
* May raise funds directly in support of service activities that meet local health or human needs and that provide immediate and direct support to specific and direct service activities. However, **fundraising must not exceed 10% of the member’s total hours of commitment and all member fundraising activities require prior approval by the NHC Florida Program Director.**
* May engage in professional training and development opportunities

Members **may not** do the following while accruing service hours:

* may not displace other paid staff of the organization
* may not perform secretarial or administrative functions for other staff
* may not lobby politicians or organize voter registration drives
* may not attempt to influence legislation
* may not organize or engage in protests, petitions, boycotts, or strikes
* may not assist, promote, or deter union organizing
* may not engage in activities that have connections to religious instruction, religious
* proselytizing, or maintenance or construction of facilities that serve a religious purpose
* may not provide abortion services or referrals for receipt of such services
* may not assist in any activities directly related to needle exchange programs
* May not engaging in the following fundraising activities:
* Raising funds for his or her living allowance
* Raising funds for an Host Sites operating expenses or endowment
* Writing grants applications for AmeriCorps or funding provided by any federal agency
* May not engage in the above activities directly or indirectly by recruiting, training or managing others for the primary purpose of engaging in one of the activities listed above.

**Host Site Selection Criteria and Timeline**

Applications to host a NHC Florida member will be assessed and reviewed by a team of NHC Florida staff and partners. ALL NEW Host Sites will be required to have a site visit with NHC Florida staff as part of their Application Review. Returning Sites will only be required to submit reapplication questions and updated position description. All Host Site applications either new or returning will be reviewed according to the following criteria:

* Identified need to be addressed by the member and its relation to NHC mission
* The degree to which proposed service activities are meaningful, comprehensive and appropriate for an NHC member. Host sites should note that NHC Florida members are typically highly motivated and enthusiastic college graduates who wish to be engaged and challenged by their service activities.
* Proposed activities are ongoing and will provide enough for a member to do at the host site for 40 hours per week
* Applicability of the proposed service activities to the National Health Corps objectives and performance measures
* Level and amount of professional training and development opportunities that the host site offers to the member(s)
* Commitment to supervising and supporting the member(s)’ professional development objectives
* Information gathered by NHC Florida staff during a visit to the agency
* Past performance of the organization as a NHC Florida host site (if applicable).

*Please refer to Host Site Application Review Process pdf for more detailed information about how host sites are scored and selected.*

Host Site applications and position descriptions are due on **Tuesday, February 16th by 5:00pm**. The host site selection process is a competitive process. Host site applicants are not guaranteed selection. The agency will be notified of their selection status no later than April 1, 2015.

**Instructions for Completing NHC Member Position Descriptions**

The NHC member position description is a critical tool for both members and host sites. Position descriptions describe the service activities a member will expected to conduct at their host site throughout their service year as well as the skills and traits needed to complete the tasks. Prospective members will review the position description as part of the interview process to help ensure a good fit with host sites. Descriptions will also be referenced if there are concerns about a member or host site’s performance. The Position Description should be clear, comprehensive, and accurately reflect the service activities that members will provide at their host site.

Key criteria that will be considered when staff review member positions include:

* Are the member activities meaningful, comprehensive, direct service oriented, and related to the NHC mission and performance measures? Are they appropriate for an NHC member? Will a member find the activities to be fulfilling and engaging? Will the member have direct contact with clients?
* Are the activities allowable under AmeriCorps regulations? Will the member be duplicating or displacing responsibilities of existing employees? Does the host site expect the member to engage in any prohibited activities?
* Is there enough for a member to do full-time (37-40 hours) for 46 weeks?
* Is the position description clear and understandable? Will someone who is not associated with the host site be able to understand what the member will be doing?

**How to complete the member position description:**

1. Organization Description & Mission:
   1. Briefly explain what your organizational mission and goals are; what does your organization do and who do you serve?
2. Member Role:
   1. Describe the specific program(s), project(s), or initiative(s) that the member will serve with? What will the member’s specific role be with this program/project/initiative?
   2. How will the member’s primary activities align with the NHC’s performance measures?
3. Program or Project Name:
   1. What is the name of the specific project or grant or program that the member will be conducting activities for? Ex. Prescription Medication Assistance Outreach Program, Diabetes Self-Management Program, Patient Navigation Services, Health Start Program
   2. How much time will your member spend serving with this particular program?
4. Member Activities: Describe the specific activities your member will do on a daily basis. Below are some examples:
   1. Nutrition Education Program (60% of time)
      1. Member will recruit students for classes on basic nutrition
      2. Member will update an existing nutrition curriculum to teach to students
      3. Member will handle all logistics for nutrition classes
      4. Member will teach the nutrition class
      5. Diabetes Self-Management Program (30% of time)
      6. Member will call all diabetic patients who have not been to the health center in 6 months and will help them to make appointments
      7. Member will track which patients make appointments and which decline
      8. Member will attend diabetes self-management classes 2 times a week and will conduct BMI screenings of patients
   2. Dental Van Project (10% of time)
      1. Member will distribute consent forms to school students for monthly dental van services and will follow up with students and parents to get completed forms
      2. Member will schedule students for appointments at the dental van
      3. Day of, member will ensure students arrive in time for schedule dental appointment
5. Member Outputs
   1. How much of each activity will the member do?
   2. How many people will the member reach with each specific activity?
   3. Output statements should be measureable:
      1. The member will teach 15 classes reaching 150 youth
      2. The member will create 2 curricula
      3. The member will enroll 25 people in health insurance
      4. The member will call 250 patients per quarter
      5. The member will distribute 100 consent forms and schedule 60 students for dental visits
6. NHC Performance Measures
   1. For each main activity the member be will doing, select which of the below NHC performance measure the activities relates to (if any)

**Performance Measures**

Performance measures are a key way that AmeriCorps programs can capture quantitative data (i.e. data which can be measured). Performance measures are an important tool to help us understand, manage and improve what our program does. They let us know how well we are doing, if we are meeting our program goals, and if our program is resulting in the outcomes we anticipated. All AmeriCorps programs are required to develop performance measures and to track their progress towards meeting these measures. While the NHC does not track everything members do, our performance measures reflect the primary activities our members engage in to increase access to health care services and to promote healthy communities. All members are required to track performance measure data and report that data to the NHC through OnCorps either bi-weekly or semi-monthly (depending on the operating site).

**2016-2017 NHC Performance Measures**

* Health Education: Prevention
* Health Education: Disease/Condition Management
* Health Screening & Testing
* Social Service Navigation
* Deliver Information about Health Insurance, Health Care Access, and Health Benefits Programs
* Health Insurance Screening and Enrollment Assistance
* Prescription Medication Assistance Program (PMAP) and/or Other Health Benefit Screening and Enrollment Assistance
* Health Care Service Enrollment and Scheduling
* Health Insurance Enrollment
* Prescription Medication Assistance Program Enrollment and/or Other Health Benefit Program Enrollment
* Capacity Building
* Non-Member Volunteer Recruitment and Management

# UNDERSTANDING NON-DUPLICATION AND NON-DISPLACEMENT

1. **Non-Duplication:** *The AmeriCorps member project cannot duplicate services that are already provided within the locality of the program by other state or local government agencies. The vast majority of nonprofit organizations exist due to the fact that state and local government agencies do not provide the services that your program supports.*
2. **Non-Displacement:** 
   1. **Prohibition on Displacing an Employee or a Position.**  The Grantee may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer of a member in a Program or project.
      1. *Translation: AmeriCorps members are, obviously, cheaper than paid staff – your placement site cannot chose to take on an AmeriCorps volunteer instead of staff, or reduce staff roles or benefits to save money.*
   2. **Prohibition on Selecting an Employee for Participation.** The Grantee may not select a member who is employed by the Grantee or who was employed by the Grantee in the previous six months, unless the Corporation’s AmeriCorps Program Office waives this requirement upon a sufficient demonstration of non-displacement.
      1. *Translation: Programs cannot transition paid staff members into AmeriCorps members unless that staff member has applied for an AmeriCorps position that is outside of their previous staff role.*
   3. **Prohibition on Promotional Infringement.**  The Grantee may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.
      1. *Translation: Programs cannot create AmeriCorps positions instead of promoting qualified staff.*
   4. **Prohibition on Displacing Employee Services, Duties or Activities.** A member in a Program or project may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.
      1. *Translation: AmeriCorps members are meant to allow service sites to go above and beyond normal operations – they cannot simply duplicate the role of a normal staff member. When creating AmeriCorps positions, programs should look at current placement site roles and determine whether or not the AmeriCorps member role would differ from a current staff role. This policy does not mean that an AmeriCorps member cannot duplicate any staff roles. It simply means that there must be some duty in place that separates an AmeriCorps member from regular staff. This can include a new project or position that wasn’t previously offered by the placement. This can also include additional training, enrichment or service activities that the AmeriCorps takes part in with your program that other staff or volunteers do not participate in.*
   5. **Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A member in a Program or project may not perform any services or duties, or engage in activities, that: **(a.)** Will supplant the hiring of employed workers; or **(b.)** Are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
      1. *Translation: AmeriCorps positions cannot be used to fill spots that were previously held by paid employees, even if the employee has quit or is on leave or on strike.*
3. **Other Prohibitions.**  A member in a Program or project may not perform services or duties that have been performed by or were assigned to any:**(a)** Currently employed worker;**(b)** Employee who recently resigned or was discharged;**(c)** Employee who is subject to a reduction in force or who has recallrights pursuant to a collective bargaining agreement or applicable personnel procedures;**(d)** Employee who is on leave (terminal, temporary, vacation, emergencyor sick); or**(e)** Employee who is on strike or is being locked out.
   1. *Translation: AmeriCorps positions cannot replace a current staff role, or take over for a staff member that has quit, was fired, was laid off, or is on leave or on strike.*