Helpful Hints for Filling out Office of Oral Health (OOH) FY 2014 Oral Disease & Injury Prevention Program Grant Application

General Tips for Filling out the Application

- Applications are expected to be filled out completely and thoughtfully. If required information is left blank, it will be returned to you.
    - Please see below for guidelines to complete the RFA
    - If you need further clarification or require assistance, please do not hesitate to contact by emailing dhmh.ugaoralhealth@maryland.gov.

Differences between the Oral Disease & Injury Prevention RFA and the Dental Sealant RFA

- Based on the nationwide emphasis on Dental Sealants as an evidence-based practice in prevention, the OOH has decided to apportion a certain percentage of funding that has previously been awarded to oral disease and injury prevention programs, and dedicate that funding specifically to dental sealant programs.

- If a LHD will not be conducting dental sealant programs, it only needs to complete the Oral Disease & Injury Prevention RFA.

- If an LHD is conducting ONLY a dental sealant program (either a renewal of an existing program or a pilot this year), it only needs to fill out the dental sealant RFA.
    - Those applying for renewals will need to be aware that there will be new data collection and reporting requirements.

- If an LHD plans to conduct both dental sealant and other programs, it needs to fill out both RFAs.
    - If awarded funding, funds and expenses will need to be tracked separately; instructions will be made available for each.

Section I. Program Description

Section I – A & B focus on the programs' narrative and target population. When writing the narrative and descriptions in these sections, here are some useful guidelines to keep in mind:

A. Project Narrative and Funding
    - Include a thorough description of your program.
        - Who does it target
        - What are the goals or programs
        - When will the program begin and when will program milestones be met
        - Where will the services be provided

  - How will the program be measured
  - Include supporting data for best practices from previous years (if applicable)
- Description of what your current grant is supporting, such as:
  Infrastructure
  - Supplies
  - Salaries, etc.
  - How might this change in the coming year?
- Reference how your program ties in objectives from Healthy People 2020.

B. Program Target Population
This section focus on the target population for your children and/or adult clinical program
  - For your program description, be sure to include the type of services that will be offered.

Note: data from all programs (including those funded by other sources) will need to be provided in the quarterly reports to meet StateStat requirements.

Section II: Performance Objectives

(Note: some of the following material is borrowed from CDC guidelines)
Applications will be returned if this section is incomplete, not thought through, and/or does not relate to indicated evaluation measures in Section III.

- Objectives are intended to help applicant think strategically, be accountable, communicate effectively, consider obstacles, and think outside the box.
- Clear objectives will also facilitate the evaluation process for the applicant and the OOH.
- It is recommended that objectives follow the SMART formula:
  1. Smart
  2. Measurable
  3. Acceptable
  4. Realistic
  5. Time Bound
- Objectives can be found in:
  1. Performance indicators
  2. Strategic plans
  3. Program goals
  4. Budget documents
- Objectives should be contained to one clear sentence (i.e. "By May 1st, our program will have seen 600 children and provide 200 various clinical services consisting of emergency treatment, fluoride treatments, and health education.").

Section III: Evaluation

Applications may be returned if values in "Annual Anticipated Reach" column are unrealistic or do not relate to programs indicated in earlier sections (i.e. do not include an estimate for oral cancer screenings if you only plan to visit schools for fluoride varnish applications).

- Table 1 – Children Clinical
  - "Number of Patients Seen" (children) – the number of child patients seen (unduplicated) in any of your clinics.
  - "Number of Clinical Visits" (children) – the number of child clinical visits (can mean multiple visits within the year per unduplicated patient).

- Table 2 – School-based/School-linked/Mobile
  - All of the items refer to the total number of children since it is not always possible to determine whether a child was previously seen.
  - Only looking at patients, not visits, since off-site activities are more difficult to categorize.

- Table 3 – Adult Clinical
  - Number of Patients Seen" (adults) – the number of adult patients seen (unduplicated) in any of your clinics.
  - "Number of Clinical Visits" (adults) – the number of adult clinical visits (can mean multiple visits within the year per unduplicated patient).

- Table 4 – Oral Cancer
  - Total number of oral cancer screenings anticipated for the year.

The following hints are for new programs that do not have existing data to calculate estimates for number of services rendered in schools:

- Identify the school
- Determine the population at the school
- Note the number of permission slips returned to receive services (if applicable)
- Determine the number of providers that will be visiting the school
  - What types of services will be provided in the schools?
- Number of days planned at each school

Section IV: Sustainability Plans

Applications will be returned if this section is incomplete, or plans are not carefully considered or feasible. Your response will be used as a selection criterion when reviewing your proposal.

Using the guidelines from Section I describe the methods you plan on implementing to sustain or expand your program. Include the following:

- Brief description of plan
- Specific organizations and/or agencies involved in sustainability plan
- Sources of support, including financial and in-kind

Ways to Become Sustainable

- Start to assess your oral health program and find new innovative ways to increase funds and resources such as strategic thinking, workforce planning (adjust staffing pattern), community outreach, building partnerships, etc.
- Research and apply for funding opportunities year round to increase independence from the OOH funds.
- Research and attend training opportunities to gain knowledge and expertise in grant writing.
- Collaborate with local partners and organizations to leverage existing resources in order to cut cost or expenses for operational supplies.
- Research and attend training opportunities on Medicaid billing to ensure maximum reimbursements and increase quality assurance.
- Create demand for services.

The Office of Oral Health has several articles on program sustainability. If interested, please send your request to dhmh.ugaoralhealth@maryland.gov with your name, email, and phone number to receive an electronic copy.

Section V: Budget and Application Submission

- See attached Budget Instructions to complete Budget Justification Form.
- NOTE: In your e-mail's subject line, please reference "Your county name and FY 2014 Oral Health Application."

Additional Questions

- Can funds be used for travel to out-of-state meetings?

  No, grants are exclusively intended to assist local programs in providing direct education, prevention, and treatment services to constituents.

Attachments

- Title I Schools