



Department
of Health

Mike DeWine, Governor
Jon Husted, Lt. Governor

Stephanie McCloud, Director

MEMORANDUM

Date: April 27, 2021

To: Subrecipient agencies

From: Sara Morman, Section Chief, Violence and Injury Prevention Section *SM*
Bureau of Health Improvement and Wellness
Ohio Department of Health

Subject: Child Injury Prevention (IC22) October 1, 2021-September 30, 2022

The Ohio Department of Health (ODH), Bureau of Health Improvement and Wellness announces the availability of grant funds.

All electronic applications and attachments are due by 4:00 p.m., on Monday, June 7, 2021. Applications received after the due date will not be considered for funding. Faxed, hand-delivered or mailed applications will not be accepted.

Electronic application components must be submitted via the on-line Grants Management Information System (GMIS). For new staff requiring GMIS access, you must successfully complete GMIS training offered by ODH.

Any award made through this program is contingent upon the availability of funds for this purpose. The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments.

Submission of the **continuation application** constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures (OGAPP) Manual rules, policy and procedure updates posted on the GMIS Bulletin Board, and any other program-specific requirements as outlined in the competitive Solicitation. Reference the competitive Solicitation for more information. The competitive Solicitation for this grant program can be found on the ODH website

<https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/resources/ic-19-injury-prevention-child-injury-prevention>. Allotments will be established in GMIS by ODH. Please refer to the GMIS bulletin board for current allotment percentage.

If you have questions, please contact Tiffany Jamison at tiffany.jamison@odh.ohio.gov

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CONTINUATION FUNDING APPLICATION GUIDANCE

100% Deliverable Funding

A. Policy and Procedures: The Continuation Funding Application consists of three parts: Program Updates (if applicable), Program Budget and Budget Narrative, and Other Required Attachments.

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP (OGAPP) manual rules and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period: [October 1, 2021 – September 30, 2022] of the total project period, [January 1, 2019 – September 30, 2023]. Reference the competitive Solicitation for more information.

All budget justifications must include the following language and be signed by the agency head listed in GMIS. Please refer to the budget justification examples listed on the GMIS bulletin board.

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Sub-recipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

B. Number of Grants and Funds Available: *The federal Preventive Health and Health Service Block Grant (PHHSBG) supports this program. Up to six grants will be awarded with a maximum funding amount of \$145,000 each, dependent on population. Only those who were awarded this grant for 2018-2019 are eligible to apply. Supplemental funds are available for one agency with a maximum funding level of \$60,000. This supplemental fund it to administer the statewide Child Injury Action Group (CIAG). Only the agency that was awarded the supplemental funding in 2018-2019 is eligible to apply. If the PHHSBG is not funded in the federal fiscal year budget, ODH may be unable to fund the 2022 injury prevention subgrantees. The total grant amount will not exceed \$906,800.*

** Counties with a population less than 200,000 may apply for a maximum of \$121,800*

** Counties with a population greater than 200,000 may apply for a maximum of*

\$145,000 (\$205,000 if applying for Supplemental Funding).

*No grant award will be issued for less than **\$30,000**. The minimum amount is exclusive of any required matching amounts and represents only ODH funds granted. Applications submitted for less than the minimum amount will not be considered for review.*

C. Formatting Requirements for Attachments

- Properly label each item of the application packet (ex. budget narrative, program narrative).
- Each section should use 1.5 spacing with one-inch margins.
- Program and budget narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- Number all pages (print on one side only). Place agency name and GMIS number on each page.
- Use a 12-point font.
- Forms must be completed and submitted in the format provided by ODH.

D. Qualified Applicants

The following criteria must be met for grant applications to be eligible for review:

1. Applicant does not owe funds in excess of \$1,000 to the ODH.
2. Applicant is not certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4:00 p.m. on Monday, June 7, 2021.**

II. PROGRAM UPDATES:

A. Program Progress Report: 1) **Attach the program progress report for the current grant period. If the program progress report is not scheduled to be submitted before the application due date, then it must be submitted with the application.** [This is not required, as agencies submit quarterly program reports with this information]

B. Program Narrative: Complete and submit a narrative statement (do not exceed 15 pages) which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding. Please see Appendix D: *Year 4 Required Strategies and Guidance*

C. Objectives and Work Plan: Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, and Time-Based (SMART) objectives and submit an updated work plan. Reference the competitive Solicitation for information. This should be based on a review of the Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity, including current status (met, ongoing or unmet); major findings; and barriers and how barriers were addressed. See Appendix D for *Year 4 Required Strategies and Guidance*, Appendix E for *Workplan Instructions*; and Appendix F for *Annual Workplan Template*.

D. Documentation & Progress on Health Disparity/Inequity Activities: Please provide detailed updates on the goals, objectives and deliverables specified in the Competitive Solicitation relating to health equity. This information must be supported by data. Continuation Solicitations must also use the *Place Matters Documentation Spreadsheet* to document where (i.e., addresses, census tracts, census block groups or zip codes) health equity activities occurred during the previous funding period. Applicants will not be required to submit spreadsheet with application. Please see Appendix C for guidance on what to submit with application to address. Agencies will be required to submit a quarterly Place Matters Documentation survey via REDCap during grant year.

E. Program Budget: Prior to completion of the budget section, reference the competitive Solicitation for unallowable costs and review criteria.

- **Budget Narrative:** Provide a budget justification narrative outlining how the deliverable will be met. (A budget justification example can be found on GMIS in the Bulletin section – <https://odhgateway.odh.ohio.gov/gmis/forms/BulletinForm.aspx>)
- Applicants are to follow Deliverable Budget Justification, Scenario #3

Match or Applicant Share is not required by this program. Do not include match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.

1. 2022 Budget via GMIS: Complete requested budget information as follows:

- **Other Direct Costs:** Submit a budget for this section and the necessary form(s) to support costs for the period October 1, 2021 to September 30, 2022.

The applicant shall retain all original fully executed contracts on file.

- **Compliance:** Answer each question on this form. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.

2. Unallowable Costs: Funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fees for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Contributions to a contingency fund;
6. Entertainment;
7. Fines and penalties;
8. Membership fees -- unless related to the program and approved by ODH;

9. Interest or other financial payments (including but not limited to bank fees);
10. Contributions made by program personnel;
11. Costs to rent equipment or space owned by the funded agency;
12. Inpatient services;
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
15. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants;
16. *[Include any additional program specific unallowable costs per CFDA, program regulations and directives or state law specifications].*

Subrecipients will not receive payment from ODH grant funds used for prohibited purposes. ODH has the right to recover funds paid to subrecipients for purposes later discovered to be prohibited. Please refer to the OGAPP manual for additional information.

F. Other Application Requirements:

Program Specific Attachments: Complete and submit the following attachments.

a. Other Required Documentation:

- Subrecipients are required to maintain their current supplier information in the State of Ohio Supplier Portal. This information includes, but is not limited to, Electronic Funds Transfer (EFT), 1099 Form and current address.

This information is maintained on the following website: <http://supplier.ohio.gov/>

Note: Subrecipients future payments will be held if the agency receives a paper check due to the EFT information not being properly maintained in the supplier portal.

- **Audit:** Subrecipient agencies are responsible for submitting an audit report. Once an audit is completed, a copy must be sent to ODH via audits@odh.ohio.gov. Reference the GMIS Bulletin Board for more information.
- **Civil Rights Review Questionnaire - EEO Survey:** The Civil Rights Review Questionnaire (EEO) Survey is a part of the Application Section of GMIS. Subrecipients must complete the questionnaire as part of the application process. This questionnaire is submitted automatically with each application via the Internet.
- **Assurances Certification:** Each subrecipient must acknowledge the Assurances (Federal and State Assurances for Sub-grantees) form in GMIS. The Assurances Certification sets forth standards of financial conduct relevant to receipt of grant funds and is provided for informational purposes. The listing is not all-inclusive and

any omission of other statutes does not mean such statutes are not assimilated under this certification. Review the form and then press the “Complete” button. By submission of an application, the subrecipient agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.

- **Federal Funding Accountability and Transparency Act (FFATA):** All applicants applying for ODH grant funds are required to complete the FFATA reporting form in GMIS. Applicants must ensure that the information contained in SAM.gov, DUN & Bradstreet and the FFATA reporting form match. ODH will hold all payments if an applicant’s information does not successfully upload into the federal system.

All applicants for ODH grants are required to obtain a Data Universal Number System (DUNS), register in SAM.gov and submit the information in the grant application. For information about the DUNS, go to www.dnb.com. For information about System for Award Management (SAM) go to <https://beta.sam.gov/>.

Information on Federal Spending Transparency can be located at www.usaspending.gov or the Office of Management and Budget’s website for Federal Spending Transparency at <https://www.whitehouse.gov/>.

(Required by all applicants, the FFATA form is located on the GMIS Application page and must be completed in order to submit the application.)

- **For Non-Profit Organizations Only:**
 1. **Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations must submit documentation validating current liability coverage. **Attach the current Certificate of Insurance Liability in GMIS.**
 2. **Non-Profit Organization Status:** Non-profit organizations must submit documentation validating current status. If changed, attach in GMIS the Internal Revenue Services (IRS) letter approving non-tax-exempt status.

G. Human Trafficking:

The ODH is committed to the elimination of human trafficking in Ohio. If applicable to the subrecipient program, ODH will give priority consideration to those subrecipients who can demonstrate the following:

- a. Victims of human trafficking are included in your agency’s target population.
 1. At-risk population
 2. Mental health population
 3. Homeless population
- b. Agency promotes the expansion of services to identify and serve those affected by human trafficking.

☐xx ☐Applicable ☐Not Applicable to (Child Injury Prevention Program))

H.Post Submission Requirements: Continuation applicants are required to submit subrecipient program and expenditure reports.

Note: *Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.*

Reports shall be submitted as follows:

- a. Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS** by the following dates. | Agency will complete the required reports in REDCap and upload verification page in GMIS before hitting the approve button for submission on due date. | **Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

☒ **Program Reports Required** ☐ **No Program Reports Required**

<i>Period</i>	<i>Report Due Date</i>
<i>October 1-December 31, 2021</i>	<i>December 31, 2021</i>
<i>January 1-March 31, 2022</i>	<i>March 31, 2022</i>
<i>April 1-June 30, 2022</i>	<i>June 30, 2022</i>
<i>July 1-September 30, 2022</i>	<i>September 30, 2022</i>

- b. Subrecipient Expenditure Reports:** Subrecipient Monthly Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates: |

<i>Period</i>	<i>Report Due Date</i>
<i>October 1 – 31, 2021</i>	<i>November 10, 2021</i>
<i>November 1 – 30, 2021</i>	<i>December 10, 2021</i>
<i>December 1 – 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 – 31, 2022</i>	<i>February 10, 2022</i>
<i>February 1 – 28 2022</i>	<i>March 10, 2022</i>
<i>March 1 – 31, 2022</i>	<i>April 10, 2022</i>
<i>April 1 – 30, 2022</i>	<i>May 10, 2022</i>
<i>May 1 – 31, 2022</i>	<i>June 10, 2022</i>
<i>June 1 – 30, 2022</i>	<i>July 10, 2022</i>
<i>July 1 – 31, 2022</i>	<i>August 10, 2022</i>
<i>August 1 – 31, 2022</i>	<i>September 10, 2022</i>
<i>September 1 – 30, 2022</i>	<i>October 10, 2022</i>

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

<i>Period</i>	<i>Report Due Date</i>
<i>October 1, 2021-December 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 – March 31, 2021</i>	<i>April 10, 2022</i>
<i>April 1 – June 30, 2022</i>	<i>July 10, 2022</i>
<i>July 1 – September 30, 2022</i>	<i>October 10, 2022</i>

Note: Obligations not reported on the final monthly or 4th quarter expenditure report will not be considered for payment with the final expenditure report.

- c. **Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4:00 p.m. on or before November 5, 2022. The information contained in this report must reflect the program's accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

Submission of ALL Subrecipient Program and Expenditure Reports via the ODH's GMIS system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.

d. **Additional Meetings/Activities Required:**

1. **Ohio Injury Prevention Partnership Quarterly Meetings:** *The Ohio Injury Prevention Partnership (OIPP) is a statewide group of professionals representing a broad range of agencies and organizations concerned with building Ohio's capacity to address the prevention of injury, particularly related to the group's identified priority areas. The group is coordinated by ODH with funds from the Centers for Disease Control and Prevention (CDC). The OIPP advises and assists ODH Violence and Injury Prevention Program with establishing priorities and future directions regarding injury and violence prevention initiatives in Ohio. The group convenes quarterly in either in-person or virtual meetings to strengthen and sustain effective injury and violence prevention programs at the state and local level. Costs associated with attending a minimum of these meetings are an allowable expense for this grant proposal and should be included in the budget. Attendance and active participation in all OIPP meetings is a requirement of funded projects.*
2. **Ohio Child Injury Action Group Coalition Attendance and Sub Committee Involvement:** *Applicants are required to be involved in statewide efforts for child injury prevention. The ODH Violence and Injury Prevention Section facilitates the Ohio Injury Prevention Partnership (OIPP), a statewide coalition with goals aligned to this funding opportunity. As a community receiving funding to work on this issue,*

these strategies, successes, lessons learned, and emerging best practices should not be completed in a vacuum. The emphasis for funded projects is two-fold – first, to make a positive impact on injuries and fatalities within the county, and second, to share information and support other counties seeking information or guidance. Funded counties will be considered leaders among their peers in child injury prevention and should subsequently be willing to share their experiences and knowledge. Applicant must attend or have agency representative at a minimum of 3 OIPP meetings during the grant year.

3. **Facilitate Grantee Conference Call:** *Each funded applicant will be required to coordinate one of the bimonthly conference calls with ODH. Applicant will be responsible for the following: agenda development within one week prior to call; facilitation of meeting; presenting/facilitating topic of discussion based on best-practice related to an evidence-based strategy from grant; and meeting minutes within one week of call. ODH will assist each grantee with this task, but it is the expectation that the funded applicant takes the lead.*
4. **Required Funding Statement and Acknowledgement:** *Funded applicants must acknowledge the Ohio Department of Health, Violence and Injury Prevention Section when publicly referencing the activities contained within this agreement. During all presentations and meetings with partners outside of their local coalition, funded applicants must acknowledge funding and technical support from the ODH Violence and Injury Prevention Section. Additionally, funded applicant must utilize a funding statement provided by ODH on all printed materials.*
5. **Participation in Site Visit:** *Funded applicants are required to participate in an annual site visit (in-person or virtual) on a timeframe to be determined by the Ohio Department of Health, Violence and Injury Prevention Section, when requested.*

APPENDICES

- A. Continuation Solicitation Reimbursement Type Form
- B. B1 Deliverable – Objective Descriptions (if applicable)
B2 Deliverable – Objective Allocations (if applicable)
- C. Place Matters Guidance
- D. Year 4 Required Strategies and Guidance
- E. Workplan Instructions
- F. Annual Workplan Template
- G. OIPP/CIAG Attendance Log
- H. Semi-Annual Verification Template
- I. Supplemental Guidance
- J. OIPP Newsletter and Website Updates



**CONTINUATION SOLICITATION
REIMBURSEMENT TYPE FORM**

**Submission
Required**

Ohio Department of Health
Violence and Injury Prevention Section
Bureau of Health Improvement and Wellness

See due date below

ODH Program Title:
[Child Injury Prevention (IC22)]

Reimbursement Type (check one) Monthly ☐ **OR** Quarterly ☐

(Please note that no changes to the reimbursement type can be made after the project number is created in GMIS. No waivers/appeals will be accepted.)

Please print:

Current Project Number _____

Applicant Agency/Organization _____

Applicant Agency Address _____

Agency Contact Person Name and Title _____

Telephone Number _____

E-mail Address _____

Agency Head (Print Name)

Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS.

Due to ODH by [May 11, 2021]

Please email completed form to Karen Tinsley (karen.tinsley@odh.ohio.gov).

Name of Subgrant Program: Injury Prevention, Child Injury Prevention

Budget Period: 10/1/2021 – 9/30/2022

of Deliverables: 27

Use Budget Justification Scenario#: 3

100% Deliverables

Deliverable 1–Local Coalition

Description: Subrecipients must maintain and enhance their local coalition and are required to hold local coalition meetings at least quarterly. Coalition meeting minutes must demonstrate alignment with grant related activities and state plan. Subrecipients are required to update their local strategic plan to align with grant activities within the first 90 days and implement strategic plan throughout grant year.

By September 30, 2022, subrecipient will maintain and enhance their local community coalition.

Objective 1A: Subrecipient will submit coalition meeting agendas, meeting minutes, and attendance/sign in sheets, due quarterly Dec 31, 2021 (should include documentation that plan was updated); March 31; June 30; and Sept. 30, 2022 to ODH Program Consultant.

Objective 1B: Subrecipient will submit documentation that demonstrates evidence of implementation of plan within the community due March 31, 2022 and September 30, 2022 to ODH Program Consultant.

Deliverable 2 – Statewide Coalition: Child Injury Action Group (CIAG) Coalition

Description: Subrecipients are required to support the statewide Child Injury Action Group (CIAG) coalition by actively participating in meetings (in-person and conference calls), serving as chair/co-chair of a subcommittee, and aligning subcommittee plans with state efforts.

By September 30, 2021, subrecipient will actively support and participate in the CIAG Coalition.

Objective 2A: Subrecipient will submit meeting agendas, minutes, and sign in sheets as evidence of facilitation of a subcommittee for the Child Injury Action Group, due quarterly Dec 31, 2021, March 31, June 30, and Sept. 30, 2022 to ODH Program Consultant ____

Objective 2B: Subrecipient will actively participate in three Ohio Injury Prevention Partnership and Child Injury Action Group in-person or virtual meetings, if applicable, as evidenced by submitting Appendix G by September 30, 2022.

Deliverable 3 – Data and Evaluation

Description: Subrecipients are required to monitor and track outcomes based on the evaluation and performance improvement plan. By September 30, 2022, subrecipient will monitor data and outcomes to inform the focus area outcome and improving prevention interventions, as well as regularly update workplans.

Objective 3A: Subrecipient will submit tracking framework developed in year 1 with updated data and summary of monitoring and analysis, due quarterly Dec 31, 2021, March 31, June 30, and Sept. 30, 2022 to ODH Program Consultant

Objective 3B: Subrecipient will submit updated workplan due quarterly Dec 31, 2021 March 31, June 30, and September 30, 2022 to ODH Program Consultant.

Objective 3C: Subrecipient will review year Evaluation and Performance Improvement Plan with identified partners in plan and submit updated plan and documentation demonstrating plan was reviewed and updated due September 30, 2022.

Deliverable 4–Policy, Systems and Environmental Change (PSEC) 1

Description: Subrecipients are required to identify and implement a community based PSEC strategy as outlined in the guidance in Appendix D. By September 30, 2022, subrecipient will identify and implement a community-specific policy, systems, or environmental change.

Objective 4A: For time-period October 1, 2021-March 31, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #1 to ODH Program Consultant by March 31, 2022.

Objective 4B: For time-period April 1, 2022- September 30, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #1 to ODH Program Consultant by September 30, 2022.

Deliverable 5: Policy, Systems and Environmental Change (PSEC) 2

Description: Subrecipients are required to identify and implement a community based PSEC strategy as outlined in the guidance in Appendix D. By September 30, 2022, subrecipient will identify and implement a community-specific policy, systems, or environmental change.

Objective 5A: For time-period October 1, 2021 - March 31, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #2 to ODH Program Consultant by March 31, 2022.

Objective 5B: For time-period April 1, 2022 - September 30, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #2 to ODH Program Consultant by September 30, 2022.

Deliverable 6: Policy, Systems and Environmental Change (PSEC) 3

Description: Subrecipients are required to identify and implement a community based PSEC strategy as outlined in the guidance in Appendix D. By September 30, 2022, subrecipient will identify and implement a community-specific policy, systems, or environmental change.

Objective 6A: For time-period October 1, 2021 - March 31, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #3 to ODH Program Consultant by March 31, 2022.

Objective 6B: For time-period April 1, 2022 - September 30, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #3 to ODH Program Consultant by September 30, 2022.

Deliverable 7: Policy, Systems and Environmental Change (PSEC) 4

Description: Subrecipients are required to identify and implement a community based PSEC strategy as outlined in the guidance in Appendix D. By September 30, 2022, subrecipient will identify and implement a community-specific policy, systems, or environmental change.

Objective 7A: For time-period October 1, 2021 - March 31, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #4 to ODH Program Consultant by March 31, 2022.

Objective 7B: For time-period April 1, 2022 - September 30, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #4 to ODH Program Consultant by September 30, 2022.

Deliverable 8: Optional Adverse Childhood Experiences (ACEs) Policy, Systems and Environmental Change (PSEC) 5

Description: Subrecipients are required to identify and implement an optional community based PSEC strategy as outlined in the guidance in Appendix D. By September 30, 2022, subrecipient will identify and implement a community-specific policy, systems, or environmental change.

Objective 8A: For time-period October 1, 2021 - March 31, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #5 to ODH Program Consultant by March 31, 2022.

Objective 8B: For time-period April 1, 2022 - September 30, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC #5 to ODH Program Consultant by September 30, 2022.

Deliverable 9: PSEC Supportive – OPTIONAL

Description: If selected, subrecipients are required to identify and implement at least two community based PSEC supportive strategies as outlined in the guidance in Appendix D. By September 30, 2022, subrecipient will identify and implement a community-specific policy, systems, or environmental change.

Objective 9A: For time-period October 1, 2021 - March 31, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC Supportive #1 to ODH Program Consultant by March 31, 2022.

Objective 9B: For time-period April 1, 2022 - September 30, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC Supportive #1 to ODH Program Consultant by September 30, 2022.

Objective 9C: For time-period October 1, 2021 - March 31, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC Supportive #2 to ODH Program Consultant by March 31, 2022.

Objective 9D: For time-period April 1, 2022 - September 30, 2022, subrecipient will submit any new key partner agreements and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC Supportive #2 to ODH Program Consultant by September 30, 2022.

Deliverable 10: National Awareness Mobilization

Description: Subrecipients are required to participate in at least one weekly or monthly national mobilization related to a child injury prevention topic related to grantees selected focus areas.

Objective 10A: By June 30, 2022 the subrecipient begin plans for mobilization and submits to ODH a Word document that includes their schedule for a child awareness prevention week or month in 2022.

Objective 10B: By September 30, 2022, the subrecipient will provide a summary in a Word document and other documentation to demonstrate how agency engaged in a mobilization/campaign for a child injury prevention awareness topic to ODH Program Consultant via REDCap. Summary should include name of event, location, date and time, number of attendees, and any other relevant information. Documentation should include flyer to advertise event or social media post, pictures of events, etc.

Deliverable 11: Semi-Annual Employment Verification

Description: Subrecipients are required to verify semi-annually that agency employs one full-time staff (no fewer than 1,700 hours per year) assigned as the injury prevention coordinator whose sole duties are to administer the Child Injury Prevention grant, as required in the competitive grant solicitation. Agency must submit Appendix H, March 31, 2022 and September 30, 2022 to ODH Program Consultant via REDCap.

Child Injury Action Group Coalition SUPPLEMENTAL DELIVERABLES- see Appendix I for guidance**MEMBERSHIP**

Description: Between October 1, 2021 and September 30, 2022, the subgrantee awarded the Supplemental Funding will increase membership into the statewide CIAG coalition and its subgroups by doing the following:

- **Deliverable-Objective 12:** By October 31, 2021 subgrantee will update orientation materials for new and potential members containing group mission/vision statement and goals, current list of members, background information on injury area, OIPP Member Agreement, recent meeting minutes in a hard-copy or e-copy and submit to ODH Program Consultant.
- **Deliverable-Objective 13:** By October 31, 2021 subgrantee will submit a schedule with CIAG coalition Leadership names for New Member Orientation at OIPP Meeting to ODH Program Consultant.
- **Deliverable-Objective 14:** By September 30, 2022, subgrantee will submit documentation of recruitment attempts for CIAG coalition based on results of coalition assessment and/or recommendations, (this can include emails, mailing, etc.) and successes and documentation of recruitment plan review with coalition members, to ODH Program Consultant.
- **Deliverable-Objective 15:** By September 30, 2022 subgrantee will submit multiple examples of providing support to subcommittee chairs, responding to information from members, and evaluating progress, to the ODH Program Consultant.

COMMITTEES

Description: Between October 1, 2021 and September 30, 2022, the subgrantee awarded the Supplemental Funding will coordinate and ensure that the CIAG Coalition committee and its subcommittees have quarterly scheduled meetings, include chairs/co-chairs, conduct scheduled meetings, and submit required written reports.

- **Deliverable-Objective 16:** By October 31, 2021, subgrantee will develop and submit an annual list of subcommittee meeting/conference calls dates and times to ODH Program Consultant.
- **Deliverable -Objective 17:** December 31, 2021 subgrantee will provide ODH Program Consultant with the following (October 1 - December 31, 2021): non-in-person subcommittee agendas, attendance and minutes and any other pertinent information related to any meeting(s) during this time.
- **Deliverable-Objective 18:** By March 31, 2022 subgrantee will provide their ODH Program Consultant with the following (January 1- March 31, 2022 timeframe): non in-person subcommittee minutes, attendance/sign-in sheets, and any other pertinent information related to any meeting(s) during this time; the CIAG coalition quarterly meeting agenda, minutes, sign-in sheets and any in-person reports from each subcommittee at the CIAG coalition meeting.

- **Deliverable-Objective 19:** By June 30, 2022 subgrantee will provide ODH Program Consultant with the following (April 1- June 30, 2022 timeframe): non in-person subcommittee minutes, attendance/sign-in sheets, and any other pertinent information related to any meeting(s) during this time; the CIAG coalition quarterly meeting agenda, minutes, sign-in sheets and any in-person reports from each subcommittee at the CIAG Coalition meeting.
- **Deliverable-Objective 20:** By September 30, 2022 subgrantee will provide ODH Program Consultant with the following (July 1 – September 30, 2022 timeframe): non in-person subcommittee minutes, attendance/sign-in sheets, and any other pertinent information related to any meeting(s) during this time; the CIAG coalition quarterly meeting agenda, minutes, sign-in sheets and any in-person reports from each subcommittee at the CIAG coalition meeting.

ADMINISTRATIVE

Description: Between October 1, 2021 and September 30, 2022, the subgrantee awarded the Supplemental Funding will administer the CIAG Coalition and its subcommittees composed of key state and local stakeholders and decision-makers who have the ability to impact policies related to child injury prevention by completing the following:

- **Deliverable-Objective 21:** By Dec. 31, 2021 subgrantee will submit website and newsletter updates utilizing template (Appendix J) related to the CIAG coalition to OIPP contact via REDCap to ODH Program Consultant.
- **Deliverable-Objective 22:** By March 31, 2022 subgrantee will submit website and newsletter updates (Appendix J) related to the CIAG coalition to OIPP contact via REDCap to ODH Program Consultant.
- **Deliverable-Objective 23:** By June 30, 2022 subgrantee will submit website and newsletter updates (Appendix J) related to the CIAG coalition to OIPP contact via REDCap to ODH Program Consultant.
- **Deliverable-Objective 24:** By September 30, 2022 subgrantee will submit website and newsletter updates (Appendix J) related to the CIAG coalition to OIPP contact via REDCap to ODH Program Consultant.
- **Deliverable-Objective 25:** By June 30, 2022 subgrantee will review and update the CIAG coalition strategic plan with recommendations and updates from each CIAG coalition respective subcommittee to ODH Program Consultant.
- **Deliverable-Objective 26:** By September 30, 2022, subgrantee will administer pilot projects and the contract process and submit to ODH Program Consultant all applicable documentation and summary (Summary of all applications, scores, funding decisions, and regular updates throughout the year).

Deliverable-Objective 27: By September 30, 2022 subgrantee will plan and coordinate one in-state training activity in the focus area, as deemed necessary by ODH, that engages key partners and members in implementing the state plan or some portion of the state plan, and submit the flyer advertising the training, planning meeting minutes, agenda, evaluation summary, and sign-in sheet to ODH Program Consultant.

Appendix B2

Name of Subgrant Program: (IC) Child Injury Prevention

Budget Period: 10/1/2021 - 9/30/2022

of Deliverables:

27

Use Budget Justification Scenario #: 3

☐ Base

☐ Only

☐ Base and Deliverables

☒ Deliverables Only

	Stark County Health Department	Licking County Health Department	Akron Children's Hospital	Columbus City Health Department	ProMedica Toledo Children's Hospital	Cleveland-Rainbow Babies (University Hospital)	Total
Deliverable - Objective 1A (Local Community Coalition)	\$5,000	\$4,200	\$5,000	\$5,000	\$5,000	\$5,000	\$29,200
Deliverable - Objective 1B (Local Community Coalition)	\$5,000	\$4,200	\$5,000	\$5,000	\$5,000	\$5,000	\$29,200
Deliverable - Objective 2A (State Coalition Involvement)	\$5,000	\$4,200	\$5,000	\$5,000	\$5,000	\$5,000	\$29,200
Deliverable - Objective 2B (State Coalition Involvement)	\$5,000	\$4,200	\$5,000	\$5,000	\$5,000	\$5,000	\$29,200

Deliverable - Objective 3A (Data and Evaluation)	\$5,000	\$4,200	\$5,000	\$5,000	\$5,000	\$5,000	\$29,200
Deliverable - Objective 3B (Data and Evaluation)	\$5,000	\$4,200	\$5,000	\$5,000	\$5,000	\$5,000	\$29,200
Deliverable - Objective 3C (Data and Evaluation)	\$1,250	\$1,050	\$1,250	\$1,250	\$1,250	\$1,250	\$7,300
Deliverable - Objective 4A (PSEC #1)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 4B (PSEC #1)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 5A (PSEC #2)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 5B (PSEC #2)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 6A (PSEC #3)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 6B (PSEC #3)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400

Deliverable - Objective 7A (PSEC #4)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 7B (PSEC #4)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 8A - PSEC ACES Optional (PSEC #5)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 8B - PSEC ACES Optional (PSEC #5)	\$10,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$58,400
Deliverable - Objective 9A - PSEC Optional (PSEC Supportive #1)	\$2,500	\$2,100	\$2,500	\$2,500	\$2,500	\$2,500	\$14,600
Deliverable - Objective 9B - PSEC Optional (PSEC Supportive #1)	\$2,500	\$2,100	\$2,500	\$2,500	\$2,500	\$2,500	\$14,600
Deliverable - Objective 9C - PSEC Optional (PSEC Supportive #2)	\$2,500	\$2,100	\$2,500	\$2,500	\$2,500	\$2,500	\$14,600
Deliverable - Objective 9D - PSEC Optional (PSEC Supportive #2)	\$2,500	\$2,100	\$2,500	\$2,500	\$2,500	\$2,500	\$14,600

Deliverable Objective 10A- National Awareness Mobilization	\$1,250	\$1,050	\$1,250	\$1,250	\$1,250	\$1,250	\$7,300
Deliverable Objective 10B- National Awareness Mobilization	\$2,498	\$2,098	\$2,498	\$2,498	\$2,498	\$2,498	\$14,588
Deliverable Objective 11-Semi- Annual Verification	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$12.00
Total	\$145,000	\$121,800	\$145,000	\$145,000	\$145,000	\$145,000	\$846,800
SUPPLEMENTAL CIAG Deliverables							
Deliverable 12: Membership	\$1,200						
Deliverable 13: Membership	\$1,200						
Deliverable 14: Membership	\$3,000						
Deliverable 15: Membership	\$1,800						
Deliverable 16: Committees	\$2,400						
Deliverable 17: Committees	\$2,400						
Deliverable 18: Committees	\$2,400						

Deliverable 19: Committees	\$2,400						
Deliverable 20: Committees	\$2,400						
Deliverable 21: Administrative	\$1,800						
Deliverable 22: Administrative	\$1,800						
Deliverable 23: Administrative	\$1,800						
Deliverable 24: Administrative	\$1,800						
Deliverable 25: Administrative	\$3,600						
Deliverable 26: Administrative	\$21,000						
Deliverable 27: Administrative	\$9,000						
Supplemental CIAG Funding Total	\$60,000						
Total for all grant:	\$205,000	\$121,800	\$145,000	\$145,000	\$145,000	\$145,000	\$906,800.00

Place Matters Document Guidance

FFY22 Continuation application: Agency will submit a Word document (2 page max.) that outlines proposed target census codes for each ODH identified activities listed below planned based for high risk, vulnerable and underserved populations as identified in the solicitation, and disparate population you intend to serve. Please read over FFY21 language as well (also listed below). To find census code, please use

<https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

Quarterly Reporting: Agencies will provide Place Matters updates quarterly in REDCap (built into quarterly report template) to provide a full picture of activities being conducted to address health inequities within specified programs/focus areas.

FFY21 RFP language: *Due to COVID-19, this update is not required for the FFY21 application. However, it is the expectation of this program that all subgrantees continue to address the high risk, vulnerable, and underserved populations in your region related to child injury prevention related to focus areas you selected. This should include immigrant children/families, those with access and functional needs, low income families, minorities, etc.*

Activities that must be included dependent on selected focus areas:

- **Child Passenger Safety**
 - Census codes of location where staff are utilizing Child Passenger Safety toolkit and disparate population targeted.
 - Census codes of locations where car seat check events have taken place and disparate population targeted.
- **Teen Driving**
 - Census code of schools or driving schools implementing Graduated Driver's License (GDL) Law educational modules and disparate population targeted.
 - Census codes of locations that have received GDL Made Simple brochures and disparate population targeted.
- **Traumatic Brain Injury (Youth Concussions)**
 - Census codes of schools implementing Return to Learn (model for youth to return to school following a concussion) and disparate population targeted.
 - Census codes of schools/agencies doing helmet distribution and disparate population targeted.
 - Census codes of complete streets policies and disparate population targeted.
- **Youth Suicide**
 - Census codes of hospitals or agencies implementing a Counseling on Access to Lethal Means (CALM) policy and disparate population targeted.
 - Census of schools or agencies implementing a youth suicide prevention activity (Signs of Suicide or Strengthening Families programs, etc.) and disparate population targeted.
 - Census codes for printed lethal means campaigns, such as bus signs, billboard, etc.... and disparate population targeted.
- **ACEs**
 - Census codes of agencies implementing programs, names of programs and disparate population targeted

Year 4 Required Strategies & Updated Guidance on Optional Deliverables

Required Strategies for Year 4:

- b. Partnerships, Coalition Building and Coalition Evaluation
 - Local Community Coalition
 - Engagement with state coalition: Child Injury Action Group Coalition
- c. Data and Evaluation
 - Implement Written Protocol
 - Monitor Utilizing Tracking Framework
 - Update workplan
- d. Policy, Systems and Environmental Changes (PSEC)

Required activities for each have been updated to streamline deliverables and provide flexibility to implement appropriate strategies in Year 4, based on Year 3 progress. The following guidance for each section should be considered when identifying and proposing strategies for Year 4. You cannot change your focus areas but may change strategies indicated in year 3 but you may add the “Adverse Childhood Experiences-Optional Deliverable” even if your agency had not previously selected Adverse Childhood Experiences in the past.

Partnerships, Coalition Building and Coalition Evaluation

Local coalition quarterly meetings are a requirement for Year 4. Additionally, applicants should consider the current status and anticipated progress still be made in Year 3 when identifying the coalition activity for Year 4.

Local Community Coalition – Strategies for Year 4 include the following: updating strategic plan and implementation. If you have selected to expand strategies into neighboring county, those partners must either be involved in your local coalition or applicant must be involved in theirs.

Engagement with the Child Injury Action Group Coalition – Required activities remain the same for this component and include active participation in the statewide child injury prevention program. An OIPP/CIAG Attendance Log has been added (see Appendix G).

Required Long-term Objective – Partnerships, Coalition Building and Coalition Evaluation: By September 30, 2023, XYZ Agency in conjunction with community partners will facilitate/implement the XYZ Coalition/Task Force.		
Focus Areas	Required Strategies	Pick List of Activities –
Partnerships, Coalition Building and Coalition Evaluation	(Deliverable 1) Develop, Maintain, and Enhance a Local Community Coalition- all required	1A: Facilitate quarterly community meetings comprised of partners with an interest in reducing fatalities associated with child injury. Community coalition meetings must demonstrate alignment with grant-related activities and state plan.
		1B: Update strategic plan and implement

		community strategic plan
	(Deliverable 2)	2A: Serve as chair or co-chair of subcommittee to work on related goals or goals of interest within the Child Injury Action Group Coalition Strategic Plan
	Engagement with Statewide Coalition & Implementation of State Plans – <u>all required</u>	2B: Actively participate in the Child Injury Action Group Coalition as evidenced by regular attendance at meetings and conference calls and input offered on the selected topic; and attend at least 3 of the 4 Ohio Injury Prevention Partnership Meetings (in-person or virtual)

Data and Evaluation

Year 4 required strategies include implementing the evaluation and performance improvement plans developed in year 1. The two components that will continue include implementation of the written protocol to monitor and track data, along with utilization of Tracking and Measurement Framework.

Required Long-term Objective – Data and Evaluation: By September 30, 2021, XYZ Agency will utilize data to develop and implement an evaluation framework to inform the project progress and program interventions.		
Focus Areas	Required Strategies	Pick List of Activities –
(Deliverable 3) Data and Evaluation:	Data Tracking Framework	3A: Operationalize the evaluation and performance improvement plan by utilizing the tracking framework or system and reporting measures developed in year 1
	Workplan Update	3B: Update workplan quarterly to reflect progress and plans for implementation. Any changes to the workplan should be explained in the program report and highlighted on the workplan.
	Implement Evaluation & Performance Improvement Plan to Inform Program Interventions	3C: Following the written protocol developed in year 1, monitor outcomes to inform performance improvement. Update review EPIP and update based on feedback from identified partners.

TRACKING FRAMEWORK METRICS

Please note: According to your focus area and activities selected, a minimum of the following metrics should be included in your tracking framework submitted quarterly (See Activity A above. This refers to Deliverable 3A). Please update your framework tracking accordingly. **All metrics should address current quarter activities and not previous ones.**

Child Passenger Safety Toolkit	# of staff trained in-person # of staff trained virtually/remotely # of agencies utilizing toolkit # of toolkits distributed
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	# of referrals made # of instances of TA (each phone call, in-person or email should be counted as TA)
Child Passenger Safety Events	# of CPS certification classes held # of new CPS techs trained # of car seat check events held in-person # of car seats checked/installed in-person # of car seat check events held virtually/remotely # of car seats checked/installed virtually/remotely # of times technical assistance provided % of car seat misuse # of families received citations and were referred to local low-income car seat program # of Fitting Stations partnered with and provided assistance # of CPS social media post Total reach from CPS social media post # of innovative settings car seat check or educational event was held (virtually/remotely)
Teen Driving	# of students who completed GDL module # of parents who completed the GDL module # of GDL Made Simple brochures distributed in the community (not at BMVs) # of schools implementing policy requiring viewing of GDL module as a parking pass requirement # of school policies evaluated for GDL compliance % of schools whose policies are in compliance with GDL law # of local BMV partnered with to provide GDL Made Simple brochures # of GDL campaign items produced Total reach of GDL campaign material disseminated # of Distracted Driving campaign items produced Total reach of Distracted Driving materials disseminated # of students who completed What Do You Consider Lethal (WDYCL)? # of times TA was provided to partner working on these activities

TBI – Sports & Rec	# of schools implementing RTL # of school districts implementing RTL # of RTL binders distributed # of TBI wallet cards distributes # of students who have received RTL modifications for in-person learning # of students who have received RTL modifications for virtual/remote learning # instances of TA (each phone call, in-person or email should be counted as TA) # of concussion awareness ads # of policies and procedures to build and sustain referral network or systems to link concussed children to their school # of RTP campaign materials created Reach of RTP campaign materials disseminated # of sports organizations worked with to educate about Return to Play Law # of youth athletes and parents (reach) who received concussion information as results of working with sports organizations # of coaches/referees, etc.... who completed the required concussion training related to Ohio’s Return to Play Law, as a result of working with sport organizations.
TBI – Safe Active Transportation	# of students/families reached through education about proper use of helmets held in-person # of students/families reached through education about proper use of helmets held virtually/remotely # of Safe Routes to Schools programs implemented # of business partners who donated helmets # of helmet events held in-person # of helmet events held virtually # of helmets distributed # of helmet ordinances implemented Total reach from Your Move social media posts # of times TA was provided to partners working on activities/policies
Youth Suicide Prevention	<u>Increase Protective Means:</u> <ul style="list-style-type: none"> • # of ED’s using CALM • # of staff trained in CALM • # of policies created by partnering with local Emergency Departments on lethal means education regarding youth suicide to include referral/tracking system. • # of youth reached through referral/tracking system identified in policy • # of lock boxes distributed • # of Agencies using CALM (not an ED) • # of staff trained in CALM (not an ED) • # of policies created by partnering with local agencies on lethal means education regarding youth suicide to include

	<p>referral/tracking system. (not an ED)</p> <ul style="list-style-type: none"> • # of youth reached through referral/tracking system identified in policy (not an ED) • # of lock boxes distributed (not an ED) • # instances of TA (each phone call, in-person or email should be counted as TA) <p><u>Promote Connectedness in Children</u></p> <ul style="list-style-type: none"> • # of events/ programs/trainings offered- in person • # of events/ programs/trainings offered virtually • # of people trained in evidence based/informed in person • # of people trained in evidence based/informed – virtual • # of potential reach of evidence-based strategies (population served by agency) • # of TA to support actions steps or policy changes based on trainings <p><u>Campaigns</u></p> <ul style="list-style-type: none"> • # of lethal means or other suicide prevention campaign materials created • # of social media posts for suicide prevention • Total reach from lethal means of youth suicide prevention campaign disseminated
ACEs Prevention	<p># of schools/agencies trained on ACEs prevention strategy in-person</p> <p># of schools/agencies implementing ACEs prevention strategy</p> <p># of staff trained on ACEs prevention strategy in-person</p> <p># of instances of TA provided by subgrantee for implementation or policy development in-person</p> <p># of policies created or revised to reflect best practice in ACEs, sexual violence, youth violence, teen dating violence prevention in-person</p> <p># of youth reached from ACEs prevention strategy in-person</p> <p># of families reached from ACEs prevention strategy in-person</p> <p># of schools/agencies trained on ACEs prevention strategy virtually/remotely</p> <p># of Schools/agencies implementing ACEs prevention strategy virtually/remotely</p> <p># of staff trained on ACEs prevention strategy virtually/remotely</p> <p># of instances of TA provided by subgrantee for implementation or policy development virtually/remotely</p> <p># of policies created or revised to reflect best practice in ACEs, sexual violence, youth violence, teen dating violence prevention virtually/remotely</p> <p># of youth reached from ACEs prevention strategy virtually/remotely</p>

	# of families reached from ACEs prevention strategy virtually/remotely
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Deliverables 4-9:

Policy, Systems and Environmental Changes (PSEC) and PSEC Supportive Strategies

For each PSEC and the optional PSEC supportive strategy, applicants should consider the following to form and propose Year 4 strategies: logical next steps for each PSEC strategy, based on year 4 proposed activities, progress made to date, and anticipated results from year 3. If full scale implementation has occurred in Year 3, subrecipients are required to significantly expand the scope with additional partners or begin work on a new activity with a new implementation partner in Year 4. **All strategies must include in-person plans and alternative virtual plans for implementation in workplan.**

However, given that implementation of each PSEC strategy can vary, the following strategies are available for each applicant to customize their approach for Year 4 and must be identified in the Workplan:

- **Finish full-scale implementation from year 3** (*agency should select this if activity was not completed in year 3 and agency did not receive full reimbursement in year 3 for the PSEC strategy*)
- **Sustainability + Identification of a new strategy**, (*select this if year 3 strategy was full implemented and previous partners only need periodic technical assistance for sustainability. Applicant will be expected to provide and document TA, collect quarterly data from previous partners in addition to selecting at least one new strategy for year 4. Strategy must be within focus areas from year 3*)
- **Sustainability keep strategy + new partner** (*select this if year 3 strategy was fully implemented with partners selected but agency believes they can expand same strategy with new partners. Applicant will be expected to provide and document TA, collect quarterly data from previous partners to submit to ODH quarterly*).
- **Sustainability + Expansion into neighboring county** (*this would include continued technical assistance to sustain activities with former partners and data collection (maintenance state), plus expansion of strategy into neighboring county. You may not select a new strategy but must expand upon one from a previous year and focus areas. This will include being a part of the neighboring county's injury coalition or having new partner join yours*).
- **New Activity and New partner** (*can only be selected for the ACES optional deliverables*)

A total of four PSECs are required to be completed based on Focus Areas selected in year 3. Additional PSEC Supportives are allowed but not required. If applicant selects this option, a minimum of two PSEC Supportives must be chosen. Please use the guidance above to identify and propose required PSEC strategies for Year 4.

You may also select the "Adverse Childhood Experiences-Optional Deliverables", which could expand grant to 5 PSECs and with the optional 2 PSEC Supportives.

Required Program Objective – Child Passenger Safety: <i>By September 30, 2023, XYZ Agency will increase percentage of children restrained during a motor vehicle crash by INSERT ACTIVITY FROM PICK LIST BELOW.</i>		
Focus Areas	Strategies	Pick List of PSECs –
Occupant Protection-Child Passenger Safety	Implement Ohio standardized Child Passenger Safety Toolkit	Provide technical assistance to agencies in creating a policy on use of CPS Toolkit in waiting rooms, rooming procedures, WIC visits, home visits, and other touchpoints for parents with young children
		Develop model policy and implementation guidance for standardized use of CPS Toolkit within local pediatric offices
		Develop model policy and implementation guidance for standardized use of CPS Toolkit with Job & Family Service Visits
		Develop model policy and implementation guidance for standardized use of CPS Toolkit with local home visiting program
		Identify and implement policies on standardized use of CPS Toolkit in innovative settings
	Increase awareness and appropriate use of comprehensive child restraint systems	Identify potential data sources to gain a baseline of parental awareness and use of child safety seat laws and best practice; as needed, develop local survey to identify usage and awareness
		Develop and implement system to connect low income families receiving a citation from local law enforcement with Ohio Buckles Buckeyes (OBB) program
		Develop and promote model local ordinances for primary enforcement of booster seat aged children
		Conduct one Child Passenger Safety Technician Class, in accordance with Safe Kids Worldwide standards, and maintain standard of practice among technicians by utilizing Child Passenger Safety Technician Law Guide to educate on law vs. best practice (note: OPRC agencies cannot supplant funds for this activity)
	PSEC Supportive	
	Partner with local OBB Coordinator to promote and facilitate in local car seat check events (must be separate from events funded by other ODH grants and applicant agency must have a Child Passenger Safety Instructor on Staff to participate)	
	Partner with local Fitting Stations to provide technical assistance or guidance at appointments and to help Fitting Station services.	
	Work with local coalition to implement car seat check events or educational booths in innovative settings (e.g. car dealerships, sporting events, car washes, etc.)	
	Implement intensive social marketing campaign to promote best practices (e.g. rear facing until 2, tether use, booster seat use, etc.)	

	https://www.cdc.gov/motorvehiclesafety/child_passenger_safety/strategies.html	
Required Program Objective – Teen Driving: <i>By September 30, 2023, XYZ Agency will decrease motor vehicle crashes involving teens aged 16 – 20 by INSERT ACTIVITY FROM PICK LIST BELOW</i>		
Focus Areas	Required Strategies	Pick List of PSECs –
Occupant Protection: Teen Driving	Implement ODH GDL Parent/Student Engagement module	Facilitate implementation of policy at local high school requiring parent and student viewing of ODH GDL module and GDL educational materials included as requirement for receiving parking passes.
	Implement WDYCL at local high school	Facilitate implementation of students viewing WDYCL and provide GDL educational materials to schools as part of their health curriculum or other standard educational curriculum
	Integrate inclusion of GDL law into local school policies: <u>must include all 3 activities in workplan unless agency has completed in previous year(s).</u> <u>These are meant to be progressive</u>	Assess and evaluate school district policies in your county on compliance with the Ohio GDL law
		Provide technical assistance to schools on development and implementation of GDL policies in compliance with Ohio law
		Facilitate any necessary update to school handbooks to address compliance with Ohio GDL Law
PSEC Supportive		
	Partner with local BMV offices in county and distribute GDL educational materials.	
	Participate in Child Injury Action Group, Occupant Protection subcommittee on GDL toolkit for high schools.	
	Create and implement a local awareness campaign on GDL law for your county. https://www.nhtsa.gov/road-safety/teen-driving http://www.impactteendrivers.org/resources/videos/gdl/ohio	
	Create and implement a distracted driving campaign for your county. https://www.nhtsa.gov/risky-driving/distracted-driving https://www.cdc.gov/motorvehiclesafety/distracted_driving/index.html	
Required Program Objective – TBI – Sport & Rec: <i>By September 30, 2023, XYZ Agency will decrease the rate of TBI-related emergency department visits by INSERT ACTIVITY FROM PICK LIST BELOW.</i>		
Focus Areas	Required Strategies	Pick List of PSECs –
TBI: Sports and Recreation	Implement Ohio Return to Learn/Concussion Team Model in local schools	Assess local schools on implementation of Ohio’s Return to Learn/Concussion Team Model, identify areas of low uptake to focus implementation efforts, if not already done, and provide technical assistance to local schools on the development and implementation of a policy to utilize Ohio Return to Learn/Concussion Team Model, OR Offer

		training and technical assistance on model policies, and serve as a resource during adoption of Concussion Team Model
		Assess rural area local schools, who are not connected to or close to a pediatric hospital, on implementation of Ohio’s Return to Learn/Concussion Team Model, identify areas of low uptake to focus implementation efforts and provide technical assistance to local schools on the development and implementation of a policy to utilize Ohio Return to Learn/Concussion Team Model, OR Offer training and technical assistance on model policies, and serve as a resource during adoption of Concussion Team Model
		Assess local colleges/universities on awareness and implementation on returning a student to the academic setting following a concussion and provide technical assistance to colleges/universities on the development and implementation of a policy to utilize that provides academic accommodations for students
	Enhance community clinic linkage for students experiencing TBIs	Assess the gaps in referral networks and systems between local hospitals/pediatric offices and schools after a student sustains a concussion (e.g. specific focus on return to learning environment)
		Provide technical assistance to local hospitals/pediatric offices to develop model policies and procedures to link health care provider and school staff https://www.cdc.gov/traumaticbraininjury/pubs/congress-childrentbi.html
		Implement policies and procedures to build and sustain referral network or systems to link concussed children to their school https://www.cdc.gov/traumaticbraininjury/pubs/congress-childrentbi.html
PSEC Supportive		
	Work with local coalition to develop and implement Return to Play campaign for high schools and sports organizations	
	Work with local sport organizations to educate them on Ohio’s Return to Play Law ; provide assistance in ensuring they distribute the required concussion information to parents and athletes; and linking them to required training for coaches/referees, etc....	

Required Program Objective – TBI – Safe Active Transportation: <i>By September 30, 2023, XYZ Agency will decrease the rate of bicycle OR pedestrian injuries by INSERT ACTIVITY FROM PICK LIST BELOW</i>		
Focus Areas	Required Strategies	Pick List of PSECs –
Traumatic Brain Injury-Safe Active Transportation	Implement healthy transportation strategies to prevent child bike/pedestrian injuries	Facilitate implementation of a comprehensive Safe Routes to School Program at a local school http://www.dot.state.oh.us/Divisions/Planning/ProgramManagement/HighwaySafety/ActiveTransportation/Pages/SRTS.aspx
		Partner with local businesses to provide helmets, bicycle helmet fitting, and HEADS UP concussion education and facilitate helmet policies at local schools in high risk areas https://www.cdc.gov/headsup/helmets/index.html
		Develop local helmet ordinances in innovative settings including parks, schools and communities. https://www.cdc.gov/headsup/helmets/index.html http://ohioaap.org/wp-content/uploads/2015/02/ODH-Ordinance-Toolkit.pdf
PSEC Supportive:		
	Promote the statewide Your Move campaign at a local level https://www.dot.state.oh.us/Divisions/Planning/ProgramManagement/HighwaySafety/ActiveTransportation/Pages/choose.aspx	
Required Program Objective – Violence Prevention – Youth Suicide: <i>By September 30, 2023, XYZ Agency will decrease the rate of youth suicide by INSERT ACTIVITY FROM PICK LIST BELOW</i>		
Focus Areas	Required Strategies	Pick List of PSECs –
Violence Prevention-Youth Suicide	Promote Connectedness for Children	Partner with local mental health/addiction and schools to implement <u>evidence-based</u> peer norm programs to improve adaptive norms regarding. https://www.cdc.gov/violenceprevention/pdf/suicideTechnicalPackage.pdf https://www.sprc.org/effective-suicide-prevention
		Partner with local mental health/addiction and schools to implement youth suicide prevention initiatives utilizing evidence-based strategies by utilizing at least 2 of the identified strategies outlines in CDC’s Technical Package for Suicide Prevention. https://www.cdc.gov/violenceprevention/pdf/suicideTechnicalPackage.pdf

	Increase Protective Environments	<p>Partner with local Emergency Departments and other mental health and medical professionals to create a policy on lethal means education regarding youth suicide and referral/tracking system that indicates how many youth have been reached.</p> <p>https://www.sprc.org/news/lethal-means-counseling-hospital-emergency-departments</p> <p>Partner with Emergency Departments and other mental health or medical professionals to provide technical assistance on policy development AND implementation incorporating the Counseling on Access to Lethal Means (CALM) into their agency.</p>
PSEC Supportive		
	<p>Conduct media campaign to promote safe storage of medications, firearms, and other household products to protect children from easy access to these lethal means. Applicant must ensure they follow safe messaging recommendations on suicide prevention.</p> <p>http://suicidepreventionmessaging.org/safety</p>	
<p>Program Objective –Adverse Childhood Experiences (ACES): <i>By September 30, 2023, XYZ Agency will decrease the rate of ACES as reported on YRBS INSERT ACTIVITY FROM PICK LIST BELOW.</i></p> <p><i>Community members implementing Bystander or After-school programs that address teen dating and/or sexual assault will be required to complete a virtual training either “Ready, Set, Go” (for Safe Dating program) from the Ohio Alliance to End Sexual Violence, or “The New Handbook” (for Coaching Boys Into Men) from Ohio Men’s Action Network (ODH would assist with funding for training, if needed), AND work with their local Rape Prevention Education programs, if applicable, Participation in the applicable statewide sexual and intimate partner violence prevention Community of Practice co-hosted by the Ohio Alliance to End Sexual Violence, Ohio Domestic Violence Network, and ODH’s Sexual Assault and Domestic Violence Prevention Program will also be required. Virtual format for training will be available by fall.</i></p>		
Focus Areas	Required Strategies	Pick List of PSECs –
<p>ACES</p> <p>https://www.cdcs.gov/violenceprevention/pdf/preventingACES.pdf</p>	<p>Promote Social Norms that Protect Against Violence and Adversity (in ACES TA package) AND Connective to Caring Adult (Stop SV Technical Package)</p>	<p>Partner with schools to implement <i>Coaching Boys into Men</i> program into local high schools (Bystander approach)</p> <p>https://www.coachescorner.org/</p>

https://www.cdc.gov/violenceprevention/pdf/sv-prevention-technical-package.pdf	Teach Skills- (ACES TA package) <i>cannot select same PSEC activity as in Youth Suicide section</i>	Partner with schools or community agency to implement Strengthening Families (Parenting skills and family relationship approach) https://strengtheningfamiliesprogram.org/
		Partner with schools or community agency to implement Safe Dates (Safe dating and healthy relationship skill program approach) https://www.hazelden.org/web/public/safedates.page
	Connecting Youth to a Caring Adult and Activities (ACES TA package)	Partner with schools or community agencies to implement ROX, Ruling Our Experiences https://rulingourexperiences.com/girls-diversity-thefuture
PSEC Supportive		
Promote social norms that protect against violence, adversity and ACES.	Conduct media campaign to promote: <ul style="list-style-type: none"> community norms around a shared responsibility for the health and well-being of all children Support parents and positive parenting, including norms around safe and effective discipline Enhance connectedness to build resiliency in the face of adversity Community norms and stigma surrounding reporting/responding to teen violence and sexual assault https://www.cdc.gov/violenceprevention/pdf/can-prevention-technical-package.pdf https://www.cdc.gov/violenceprevention/pdf/preventingACES.pdf	

DELIVERABLE 10:

National Child Injury Awareness Mobilization: By September 30, 2022 subrecipient will support and promote a weekly or monthly national child injury awareness mobilization in their community. Subrecipients will have two activities for this deliverable. Those subrecipients who also receive the OPRC (BB grant) with ODH cannot select National Child Passenger Safety Week. You just include name of awareness topic and link to website in workplan.

Possible resources:

<https://www.childrenssafetynetwork.org/about-csn>

<https://www.nsc.org/>

<https://www.nami.org/get-involved/awareness-events/suicide-prevention-awareness-month>

<https://www.samhsa.gov/prevention-week>

<https://www.biausa.org/public-affairs/public-awareness/brain-injury-awareness>

<https://www.safekids.org/blog/gearing-national-bike-month>

DELIVERABLE 11:

Semi-Annual Verification: This deliverable is required to support documentation that agency has one full-time/100% staff assigned to the Child Injury Prevention Grant, as required in 2018-2019 competitive solicitation. This verification is required twice a year and should be submitted in REDCap. Please use **Appendix H** for submission on March 31, 2022 and September 31, 2022.

WORK PLAN INSTRUCTIONS

Instructions for Completing Year 4 Work Plan

Use these instructions to complete the Annual Work Plan Template available below. Each agency will receive an Excel document that can be updated to include their specific proposed activities. The annual work plan should mirror the narrative but include specific implementation steps and other detailed information.

Complete the annual work plan (Appendix F) for each of the following:

- 1. Partnerships, Coalition Building, and Coalition Evaluation**
 - a) Local Community Coalition
 - b) Engagement with the Child Injury Action Group Coalition
- 2. Data and Evaluation**
 - a) Update data tracking to framework to include indicators outlined according to focus area in guidance (Appendix D) and submit quarterly
 - b) Update workplan quarterly
 - c) Implement, review and update Evaluation & Performance Improvement Plan to inform program interventions
- 3. Policy, Systems, and Environmental Change (PSEC) Strategies**
- 4. PSEC Supportive Strategies– OPTIONAL but must select a minimum of 2**

For the purposes of this application, please provide a detailed 12-month work plan for project year 4 which covers **10/1/2021 – 9/30/2022**. Applicants must include required activities for each focus area in the population-based areas. Review **Appendix D** for additional guidance on required activities.

- 1. Long Term Outcome Objective:** Complete at least one (1) long term outcome objective that should remain consistent for each category (Partnerships, Coalition Building and Evaluation; Data and Evaluation, PSEC Strategies). A suggested long-term outcome objective is: **By September 30, 2023, XYZ Organization and XYZ Community Coalition will reduce child injury fatalities by xx% in XYZ County.**
- 2. Program Impact Objectives**
 - Required program impact objectives are listed in **Appendix D- Year 4 Required Strategies and Guidance**.
 - Customize each program impact objective to reflect county-specific activities.
 - Complete the appropriate Annual Work Plan section for each program impact objective.
 - The required program impact objectives are also included in the work plan template.
 - Program impact objectives should have an annual timeframe and build logically toward the long-term outcome objective.
- 3. Impact Evaluation Indicator:** Briefly state the impact evaluation indicator as defined in the objective. What will tell you whether you have achieved your program impact objective? What changes will have occurred (i.e., policy adopted, systems change is in place, new

resources/facilities available in the community, practices adopted, personnel hired, or referrals increased)?

4. **Policy, System or Environmental Change**-please if your activity will address policy, system, environmental change or a combination.
5. **Partner Agreements:**
 - A. Please list all the partner agreements already in place
 - B. New Partner Agreements this quarter-you will leave blank for the application and update each quarter when you submit your quarterly report.
6. **Status of Workplan at time of application:** Please select an option from the following options: Finish full-scale implementation from year 3; Sustainability + Identification of a new strategy; Sustainability keep strategy + new partner; Sustainability + Expansion into neighboring county; or New Activity and Partner (can only be selected for ACEs deliverables).
7. **Required Strategies (process objectives):** The required strategies are outlined in Appendix D. While there are straightforward required strategies for Partnerships, Coalition Building and Coalition Building (i.e. maintain coalition) and Data and Evaluation focus areas, the PSEC activities aren't as well defined.
8. **Timeline – Start and end date:** Assign a timeline including start and end dates for each activity; state the time-period (in dates) when the activity will take place. **Do not list the entire project year as the start and end dates;** consider the length of time each implementation step will take to accomplish and note those dates here.
9. **Progress**-select from dropdown (should put “not started” on application workplan as grant year has not yet started).
10. **Activities or Steps Proposed:** For each Required Strategy write the required Activities that explain what you are going to do and when you are going to do it. Activities should logically connect and follow from objectives and should align with implementation plans. ODH understands this is a tentative plan and might change as the grant year progresses, which is why it will be updated quarterly moving forward. **Please list one activity per Excel line with a timeline that estimates the duration of that activity. For an example see below.**

Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
	Start	End		
Supportive Objective 9A: For time-period October 1, 2021 - March 31, 2022, Agency will submit any new key partner agreements	10/1/2021	11/30/2021	Not Started	Consult with local coalition workgroup to strategize media campaign.
	10/1/2021	1/30/2022	Not Started	Determine target audience for media campaign
	1/1/2022	2/28/2022	Not Started	Determine focus of messaging of media campaign.
	12/1/2021	3/31/2022	In Progress	Review existing literature and other resources such as CDC, AAP, etc. and select most appropriate

and evidence of implementation of strategy along with policies, procedures and standards developed, for selected PSEC Supportive #1 to ODH Program Consultant by March 31, 2022				strategies to use in media campaign.
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Complete the Annual Workplan template (Appendix F) for each area, save all objectives in one file and name “*agency name_Workplan_2022*”. Please attach the Excel file in GMIS 2.0.

FFY 2022 Child Injury Prevention Program ANNUAL WORK PLAN 2021-2022

County/Counties:		Agency:	
Grant#:		Contact Name:	
Project Title:			

SECTION I - ANNUAL WORK PLAN (2021 - 2022)												
<p>The purpose of the Annual Work Plan is to state your intended activities for each objective to demonstrate how the project intends to move the required activities forward. <u>Please enter the program objectives that you intend to work on in the appropriate section and complete the tables that follow.</u> This workplan is required to be updated each quarter, as defined in Appendix B1 and should <u>include both in-person and virtual considerations, when applicable.</u> Please use Appendix E for specific workplan completion instructions.</p>												
Local Coalition (Deliverable 1):												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; background-color: #003366; color: white;">Long Term Objective:</td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white;">Program Impact Objective:</td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white;">Impact Evaluation Indicator:</td> <td></td> </tr> </table>	Long Term Objective:		Program Impact Objective:		Impact Evaluation Indicator:							
Long Term Objective:												
Program Impact Objective:												
Impact Evaluation Indicator:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%; text-align: center;">Process Objective (Write objective)</th> <th colspan="2" style="width: 15%; text-align: center;">Timeline (Month/Year)</th> <th style="width: 15%; text-align: center;">Progress Select from Drop-Down Menu</th> <th style="width: 25%; text-align: center;">Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)</th> <th style="width: 20%; text-align: center;">Evaluation Measure (How do you know you have been successful?)</th> </tr> <tr> <td></td> <td style="text-align: center;">Start</td> <td style="text-align: center;">End</td> <td></td> <td></td> <td></td> </tr> </table>	Process Objective (Write objective)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you have been successful?)		Start	End			
Process Objective (Write objective)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you have been successful?)							
	Start	End										

State Coalition (Deliverable 2)					
Long Term Objective:					
Program Impact Objective:					
Impact Evaluation Indicator:					
Process Objective (Write objective)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you have been successful?)
	Start	End			
Data and Evaluation (Deliverable 3)					
Long Term Objective:					
Program Impact Objective:					
Impact Evaluation Indicator:					
Process Objective (Write objective)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
	Start	End			

PSEC Strategy #1 (Deliverable 4)				
Long Term Objective:				
Program Impact Objective:				
Impact Evaluation Indicator:				
Identify if this is a policy, system, or environmental change:				
Identify status of deliverable at application (drop down):	Please Select			
Partner Agreements: please list existing partner agreements already in place for this PSEC:				
Please list new partners for PSEC established this quarter:				
Did you workplan change this quarter? (do not complete this section with application)	Please select		Please Explain:	
Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
	Start	End		

PSEC Strategy #2 (Deliverable 5)				
Long Term Objective:				
Program Impact Objective:				
Impact Evaluation Indicator:				
Identify if this is a policy, system, or environmental change (drop down):				
Identify status of deliverable at application (drop down):	Please Select			
Partner Agreements: please list existing partner agreements already in place for this PSEC:				
Please list new partners for PSEC established this quarter:				
Did you workplan change this quarter? (do not complete this section with application)	Please select		Please Explain:	

Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
	Start	End		
PSEC Strategy #3 (Deliverable 6)				
Long Term Objective:				
Program Impact Objective:				
Impact Evaluation Indicator:				
Identify if this is a policy, system, or environmental change:				
Identify status of deliverable at application (drop down):	Please Select			
Partner Agreements: please list existing partner agreements already in place for this PSEC:				
Please list new partners for PSEC established this quarter:				

Did you workplan change this quarter? (do not complete this section with application)	Please select		Please Explain:
Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu
	Start	End	
			Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
PSEC Strategy #4 (Deliverable 7)			
Long Term Objective:			
Program Impact Objective:			
Impact Evaluation Indicator:			
Identify if this is a policy, system, or environmental change:			
Identify status of deliverable at application (drop down):	Please Select		
Partner Agreements: please list existing partner agreements already in place for this PSEC:			

Please list new partners for PSEC established this quarter:				
Did you workplan change this quarter? (do not complete this section with application)	Please select		Please Explain:	
Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
	Start	End		
OPTIONAL-ACEs PSEC Strategy #5 (Deliverable 8)				
Long Term Objective:				
Program Impact Objective:				
Impact Evaluation Indicator:				
Identify if this is a policy, system, or environmental change:				

Identify status of deliverable at application (no drop down/only one option):	New Activity and new partner			
Partner Agreements: <i>please list existing partner agreements already in place for deliverables related to Coalitions</i>				
Please list new partners for PSEC established this quarter:				
Did you workplan change this quarter? (do not complete this section with application)	Please select		Please Explain:	
Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
	Start	End		
PSEC Supportive Strategy #1 (Deliverables 9A and 9B) Optional				

Long Term Objective:			
Program Impact Objective:			
Impact Evaluation Indicator:			
Identify status of deliverable at application (drop down):	Please Select		
Partner Agreements: <i>please list existing partner agreements already in place for deliverables related to Coalitions</i>			
Please list new partners for PSEC established this quarter:			
Did you workplan change this quarter? (do not complete this section with application)	Please select	Please Explain:	
Process Objective (Write actual objective or	Timeline (Month/Year)	Progress Select from	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process

paraphrase)	Start	End	Drop-Down Menu	objective)
PSEC Supportive Strategy #2 (Deliverables 9C and 9D) Optional				
Long Term Objective:				
Program Impact Objective:				
Impact Evaluation Indicator:				
Identify status of deliverable at application (drop down):	Please Select			
Partner Agreements: please list existing partner agreements already in place for this PSEC:				
Please list new partners for PSEC established this quarter:				

Did you workplan change this quarter? (do not complete this section with application)	Please select		Please Explain:
Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu
	Start	End	
			Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
National Awareness Week and/or Month (Deliverable 10)			
Name of awareness topic (i.e. National Teen Driving Safety Week)			
Link to awareness website			
List partners you will engage for your child awareness week and/or month.			

Did you workplan change this quarter? (do not complete this section with application)	Please select		Please Explain:	
Process Objective (Write actual objective or paraphrase)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)
	Start	End		
Copy cell and insert copied cells for additional objectives				

FFY2022 Injury Prevention Program, Statewide Supplemental Funding for Child Injury ANNUAL WORK PLAN 2021-2022			
County/Counties:		Agency:	
Grant#:		Contact Name:	
Project Title:			
SECTION I - ANNUAL WORK PLAN (2021 - 2022)			

The purpose of the Annual Work Plan is to state your intended activities for each objective to demonstrate how the project intends to move the required activities forward. Please enter your the program objectives that you intend to work on in the appropriate section and complete the tables that follow. **This workplan is required to be updated each quarter, as defined in Appendix B1.**

Membership

Long Term Objective:

Program Impact Objective:

Insert Membership Objective

Impact Evaluation Indicator:

Process Objective (Write objective)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)	
	Start	End			

Committees

Long Term Objective:

Program Impact Objective:

Insert Committees Objective

Impact Evaluation Indicator:

Process Objective (Write objective)	Timeline (Month/Year)		Progress Select from	Activities or Steps Proposed (Describe the significant activities/steps proposed for	
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	Start	End	Drop-Down Menu	each process objective)	
Administrative					
Long Term Objective:					
Program Impact Objective:	Insert Administrative Objective				
Impact Evaluation Indicator:					
Process Objective (Write objective)	Timeline (Month/Year)		Progress Select from Drop-Down Menu	Activities or Steps Proposed (Describe the significant activities/steps proposed for each process objective)	
	Start	End			
<i>Copy cell and insert copied cells for additional objectives</i>					

Ohio Department of Health FFY22 OIPP/CIAG Attendance Log

The Child Injury Grant with the Ohio Department of Health (ODH) stipulates that subgrantee or their agency representative will participate in **3 of the 4** scheduled OIPP and CIAG meetings with ODH. In order to receive compensation for these deliverables, written documentation must be submitted via REDCap. This is a progressive form, so please don't delete previously entered information.

Please complete and submit the following form in REDCap under Deliverable 2B to document attendance of 3 OIPP and 3 CIAG attendance dates:

Quarter 1: December 31, 2021

Quarter 2: March 31, 2022

Quarter 3: June 30, 2022

Quarter 4: September 30, 2022

Check quarter you are submitting for:

1st ☐

2nd ☐

3rd ☐

4th/Final ☐

Meeting #	Date of Meeting	Name of individual at your agency that attended
1		
2		
3		

CIAG Meetings and/or Calls

Meeting #	Date of call/meeting	Name of individual at your agency that attended
1		
2		
3		

Signature of Injury Coordinator

Date

CERTIFICATION BY EMPLOYEE SUPERVISOR
FOR CIRCULAR A-87

Certification period: Pay Period Ending October 1, 2021 through
Pay Period Ending September 30, 2022

In accordance with Federal Circular OMB A-87, administered by the ODH Office of Financial Affairs, the following certification is required for employees expected to work on a single federal award. To certify the employee, you must have firsthand knowledge of the employee's work effort during the reporting period.

The individual below performed full-time duties in support of the listed grant for 13 Pay Periods during the certification period (October 1, 2021-March 31, 2022 AND April 1, 2022-September 30, 2022). Please see 2018-2019 Child Injury Prevention competitive solicitation for definition of full-time.

NAME:

FUND: Child Injury Prevention Grant

FEDERAL AWARD: Preventive Health and Health Service Block Grant

I certify that this employee worked 100% of his/her time on activities related to the federal program stated above.

Supervisor's signature: _____

Title: _____

Date: _____

Comments:

OFA-004

SUPPLEMENTAL ACTION GROUP FUNDING GUIDANCE

Statewide Coalition Building for Injury Prevention

Stark County Health Department is eligible for up to \$60,000 to continue the coordination and administration of the Ohio Child Injury Action Group (**CIAG**) statewide activities as described below as an extension of the Ohio Injury Prevention Partnership (OIPP).

- **Coordinate the statewide CIAG and its subgroups** composed of key state and local stakeholders and decision-makers who have the ability to impact policies related to child/youth injury prevention within their communities.

Required activities:

Membership:

- Continue to recruit appropriate new members for **Child Injury Action Group Coalition** based on the results of a coalition assessment recommendations and/or strategic planning.
- Update and/or revise the Child Injury Action Group Coalition recruitment plan (e.g., will no less than twice per year, review membership changes with coalition leadership and identify new key stakeholders to approach, update recruitment information, contact stakeholder via phone, etc.)
- Contact members by phone and in writing (mail/email) to invite them to join.
- Prepare written materials/invitations to explain the purpose of the initiatives.
- Create/update/maintain orientation materials for new and potential members containing group mission/vision statement and goals, current list of members, background information on injury area, OIPP Member Agreement, recent meeting minutes, copy of **Child Injury Action Group Coalition** Strategic Plan, etc. This may be a hard-copy or e-packet.
- Coordinate representation from **Child Injury Action Group Coalition** leadership for New Member Orientation at OIPP meetings.
- Cooperate with ODH on updating the membership list and switching to a new membership platform.
- Communicate with members in between meetings to ensure adequate support to group chairs/co-chairs and progress is occurring. Respond to requests for information from members.

Committees:

- For **Child Injury Action Group Coalition**, will serve as coordinator, to include all activities described herein, and serve as interim coordinator when a co-chair vacancy exists.
- Coordinate annual action plan updates from the **Child Injury Action Group Coalition** Subcommittees to update/adjust the **Child Injury Action Group Coalition** state strategic plan as needed to respond to changing opportunities and accomplishments to date.
- Compile meeting minutes and send to ODH within 30 days after the meetings to include sign-in sheet.
- Coordinate to have written reports from each subcommittee at quarterly OIPP/ **Child Injury Action Group Coalition**
- Coordinate and develop an annual list of each subcommittee meetings/conference calls to include dates and times within 30 days from start of grant period.

Administrative:

- Represent **Child Injury Action Group Coalition** at statewide meetings and serve on OIPP Leadership.
- Maintain regular communication with ODH VIPS staff.
- Provide quarterly and annual reports of statewide coalition building activities containing information in format requested by ODH.
- Provide quarterly website content updates for the ODH **Child Injury Action Group Coalition** webpages (Appendix J). Meeting minutes, presentations, meeting schedule, etc. should be provided to the VIPS website contact, and updates must be provided no less than quarterly.
- Deliver annual action plans, recommendations and updates from the respective group to ODH VIPS.
- Coordinate implementation of updated state action plans with recommendations related to child injury prevention policy. Funded entities will be expected to be active participants in implementing state plans through a variety of strategies (e.g., developing and reviewing annual action plans for progress, offering funding for pilot projects, identifying members to be responsible for key components of plans, structuring coalition for success, recruiting and identifying committee chairs, planning conference calls as needed, cultivating coalition leadership, etc.).
- Plan and coordinate one in-state training activity, as deemed necessary by ODH, that engages key partners and members in implementing the state plan or some portion of the state plan. Training must include building capacity of group members related to state plan activities. A subgroup of the respective groups should be formed to assist in planning the training, setting objectives, choosing speaker(s)/topic area(s), etc.
 - For **Child Injury Prevention Group**, the training should include but not be limited to regional/statewide representatives of key governmental and non-

governmental agencies; media outlets; HMOs/MCOs; hospital/trauma/medical centers; injury prevention and research, academia, public health, Safe Kids Coalitions; medical/professional organizations (e.g., pediatrics, family medicine); and other stakeholders (e.g., businesses, insurance companies, etc.).

- Participate as an active member of the OIPP Leadership team. Assist ODH in efforts to grow and improve the OIPP and in efforts to educate new members about the **Child Injury Action Group Coalition**.
- Administer pilot project applications, contract process and monitor awardees' progress and outcomes.
- Provide written update to be included in OIPP Newsletter, as requested.
- Provide evaluation of **Child Injury Action Group Coalition** members by month 9 and provide a summary of results to ODH by end of grant period.

Supplemental Application Instructions:

Provide a Program Narrative methodology, work plan and budget narrative/justification for this section and include in GMIS 2.0.

Program Narrative/Methodology/Budget:

Program Narrative - not required for supplemental.

Methodology Work Plan – Use the work plan format in **Appendix F (2nd tab)**. Outline specific activities and detail a timeline for the completion of activities; do not include the entire funding year as your timeline.

Budget Narrative/Justification – Include a detailed budget narrative justification describing each deliverable as it relates to your agency's ability to complete.

- **Other Direct Costs** -please use scenario 3 in Budget Justification found in GMIS link in solicitation body.

Attachments: Create new files for this section. Label the file attachments in GMIS 2.0 as follows:

1. **Supplemental Work Plan:** complete supplemental tab in workplan (Appendix F)
2. **Budget Justification:** add to core grant budget justification for deliverables 12-27.

FFY22- Child Injury Action Group OIPP Newsletter and Website Updates for Coalition Subrecipients

Website Updates: should include information you want posted on OIPP website for several months following the quarter that just ended. This should include announcements, new resources to be shared, success stories, upcoming trainings, and other information you think would be useful. Please feel free to expand and add rows as needed. You may submit pictures or graphs as needed.

Information to be added	Month to be added	Date to be removed	ODH Approved (ODH completes this section)

Newsletter Updates: please include anything you want highlighted in the next OIPP Newsletter, which comes out the day of OIPP. This could include upcoming subcommittee meetings, announcements about materials created/available via subcommittee, success stories, story ideas for cover-page, upcoming trainings, etc. Please expand and add rows as needed.

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This form is due with your quarterly Program Reports and should be uploaded into REDCap. Program Consultant will review and make final determination about what will be included on both website and in newsletter.