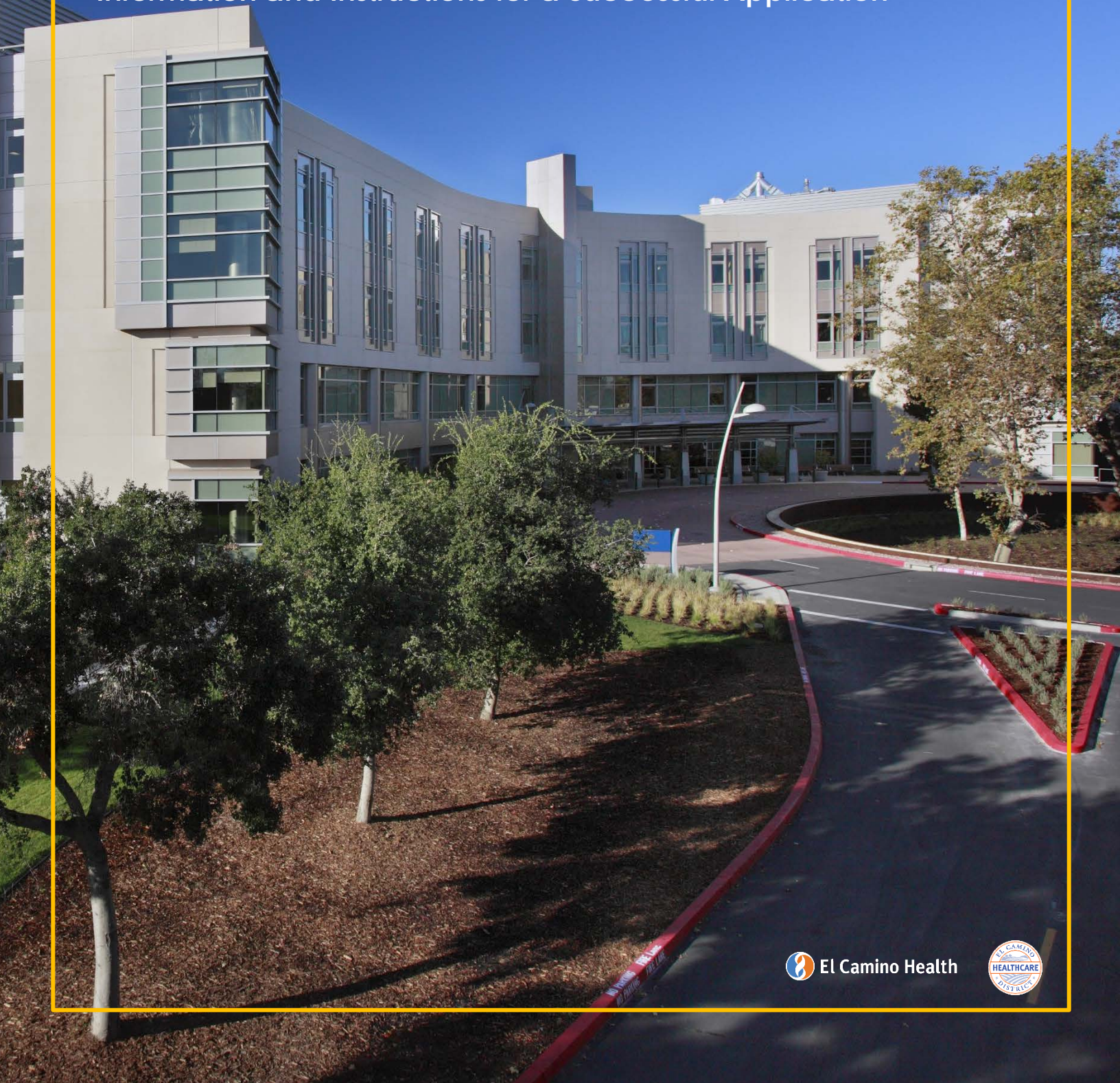


EL CAMINO HEALTH & EL CAMINO HEALTHCARE DISTRICT

Community Benefit Program FY2023 Grant Application Guide Information and Instructions for a Successful Application



El Camino Health* & El Camino Healthcare District Community Benefit Program | FY2023 Grant Guide

[Table of Contents](#)

Introduction & Overview of Community Benefit Grant Program	3
Key Dates and Grant Cycle Timeline	4
Funding Priorities	5
Grant Program Eligibility Guidelines	6
Grant Program Selection Criteria	6
Application Components	7
Metrics & Targets	8-10
Overall Target Setting	8
Volume Metrics	8
Defining an Encounter or Service	8
Methodology for Calculating Volume Metrics	9
Impact Metrics	10
Local Health and Demographic Data Resources	11
Overview of Online Application Process	12
Accessing & Starting a New Application	12
Continuing an In-Progress Application	12
Application Submission, Review and Notifications	12
Contact Information and Office Hours Schedule	13

** El Camino Hospital is the legal and funding entity for El Camino Health's community benefit program. The community benefit requirement applies to 501(c)(3) tax-exempt hospitals. .*

Introduction & Overview of Community Benefit Grant Program

El Camino Health (ECH) and El Camino Healthcare District (ECHD) invest in the health of the community by committing resources to a variety of programs that benefit the community. Each entity provides separate grant opportunities for programs that align with current funding priorities and demonstrate the ability to meet the health needs of community members who are underserved, experiencing health disparities, and/or facing health challenges.

To which Community Benefit Grant Program should organizations apply?

The primary distinction between the El Camino Health and El Camino Healthcare District Community Benefit Program is geography. District funds are restricted to serve only those individuals who live, work or go to school in the District's boundaries*. The District funds both Support Grants (up to \$30,000 for agencies with an operating budget of less than \$1.5M) and Program Grants, and the El Camino Health funds Program Grants only. Program Grant amounts vary depending on community need and program scope.

There are separate applications for each entity (Hospital and District).

Please apply accordingly.

- ✓ **El Camino Healthcare District:** Grant programs serving individuals who live, work, or go to school in Los Altos, Los Altos Hills, Mountain View, Sunnyvale, **and/or** parts of Cupertino should **only** apply for El Camino Healthcare District funding. Programs need not serve every city in the District.

- ✓ **El Camino Health:** El Camino Health's service area includes the El Camino Healthcare District's cities of Los Altos, Los Altos Hills, Mountain View and Sunnyvale as well as other parts of northern Santa Clara County, including Los Gatos, Saratoga, Campbell, San Jose, Cupertino and Santa Clara. Programs need not serve every city.



Campbell
Cupertino*
Los Altos*
Los Altos Hills*
Los Gatos
Mountain View*
San José
Santa Clara
Saratoga
Sunnyvale*

Cupertino (partial)
Los Altos
Los Altos Hills
Mountain View
Sunnyvale

*Applications for services only in the El Camino Healthcare District city or cities should apply to the District where possible, as the **District generally has more funding available.**

Key Dates and Grant Cycle Timeline



FY23 Grant Year

July 1, 2022 – June 30, 2023



FY23 Grant Application Released

Tuesday, December 14, 2021

El Camino Health Application available at:

elcaminohealth.org/grants

El Camino Healthcare District Application available at:

elcaminohealthcaredistrict.org/grants



Grant Application Submission

Friday, February 25, 2022 – Due by 5:00 p.m. (PST)



Review of Proposals

March – May 2022



Notifications After June Board Meetings

Late June 2022

Funding Priorities

El Camino Health (ECH) and El Camino Healthcare District (ECHD) invest in the health of underserved and at-risk community members by addressing identified needs (below).

The following **five health needs** were identified in the 2022 Community Health Needs Assessment (CHNA):

Health Need:	Key Considerations:	Strategies May Include:
1. Healthcare Access & Delivery (including oral health)	Availability and access to primary care, oral healthcare, specialty care, maternal/infant health, etc.	<ul style="list-style-type: none"> Increasing access to medical and dental care, including screenings, medication and health-related social service navigation
2. Behavioral Health (including domestic violence trauma)	Mental health services for depression, anxiety, substance abuse, senior isolation, and domestic violence trauma, etc.	<ul style="list-style-type: none"> Promoting social emotional learning and resiliency skill-building for youth Increasing access to counseling, crisis intervention and addiction prevention education for youth Reducing isolation and depression amongst seniors Increasing access to psychiatric and behavioral health services, case management and medication management for at-risk adults Providing domestic & intimate partner violence survivor services
3. Diabetes & Obesity	Relates to disease management as well as contributing factors which include healthy eating and active living, etc.	<ul style="list-style-type: none"> Addressing diabetes and obesity epidemic through prevention and intervention Improving youth health through systematic integration of school-based physical activity and nutrition education
4. Economic Stability (including food insecurity, housing & homelessness)	Key driver of poor health outcomes	<ul style="list-style-type: none"> Improving health literacy and promoting healthy behavior changes Increasing self-sufficiency amongst vulnerable community members through social work case management
5. Chronic Conditions (other than Diabetes & Obesity)	Cardiovascular disease, cancer, respiratory conditions, long-term effects from COVID-19, and other chronic conditions	<ul style="list-style-type: none"> Reducing incidence of chronic conditions such as heart disease, hypertension and diabetes through screenings, nutritious food choices and physical activity

Grant Program Eligibility Guidelines

In order for a potential grantee to be considered eligible for Community Benefit Program funding, the grant program must:

1. Address identified health need(s) (see page 5)
2. Meet geographic requirement by serving individuals who live, work or go to school in the District boundaries or Hospital service area (see page 3)

Applications meeting these requirements are evaluated based on guiding principles outlined in the next section.

What does the Community Benefit Grant Program not fund?

- Contributions to individuals
- Political campaigns and legislative lobbying efforts
- Endowments
- Existing deficits
- Fund drives
- Medical research
- Research on drug therapies or devices
- Cultural events
- Projects that exclusively serve religious purposes

Grant Program Guiding Principles

Required:

1. Serve those who live, work or go to school in the targeted geography
2. Demonstrate a competence and capacity to address at least one of the identified health needs
3. Focus primarily, but not exclusively, on the results of increasing access to healthcare services, behavioral health services, as well as the management of rising risk chronic health conditions (diabetes, obesity, cardiovascular disease, cancer, and respiratory conditions)
4. Have an emphasis on populations that are underserved, experiencing health disparities, and/or facing health challenges

Preferred:

5. Aim to reflect the diversity of the targeted geography
6. Focus on operational programmatic costs for service delivery, over capital campaigns. Do not fund drives or political initiatives
7. Emphasize locally focused vs. national organizations
8. Emphasize the most effective and impactful programs while welcoming new and innovative applicants

Application Components

The online application contains ten components, outlined below with key areas of requested information. See *page 12 for Overview of Online Application*.

The El Camino Health [Program Grant Application](#) is available at:

www.elcaminohospital.org/grants

The El Camino Healthcare District [Program Grant Application](#) (for requests greater than \$30,000) and [Support Grant Application](#) (for agencies with an operating budget of less than \$1.5M and requests \$30,000 or less) is available at:

www.elcaminohealthcaredistrict.org/grants

1. **General Information**
2. **Key Contacts**
3. **Program Information:** requested amount, program title, pilot program; for El Camino Healthcare District Grant Application, must confirm requested funds will serve only individuals who live, work or go to school in the District (see page 3 for District geography)
4. **Program Detail:** abstract, health needs statement (see page 11) for Local Health & Demographic Data Resources; please use the most current 2022 Community Health Needs Assessment (CHNA) Executive Summary of Selected Health Needs and data within the last five years, unless citing industry standard(s), outreach/recruitment plan, program delivery sites
5. **Evaluation and Data Collection*:** definition of a program service/encounter, plan to collect and assess data, provide evaluation instruments that will be used
6. **Program Metrics**:** Volume & Impact Metrics (see pages 8 -10) on how to develop metrics and targets); returning grantees must provide year-over-year (YoY) metrics form available on the El Camino Health and El Camino Healthcare District webpages.
7. **Budget**:** upload FY23 Budget Template available on the El Camino Health and El Camino Healthcare District webpages.
8. **Additional Information (optional):** This is an optional section to provide any additional information.
9. **Required Documents (five)*:**
 - Cover letter: the cover letter must be signed by an individual with authority to enter into an agreement with El Camino Health or El Camino Healthcare District.
 - Organizational Budget for the current fiscal year. Include other sources of funding received and/or committed (funder and amount) for the proposed project, if applicable.
 - IRS determination letter: 501(c)(3) letter, if applicable
 - Audited financials: If you are unable to provide your most recent audited financials, you may submit your organization's most recent unaudited financials.
 - Executive Director and Board of Directors Roster on agency letterhead
10. **Application Survey (Optional):** A link here that will open up a survey with 10 questions about our application process. Please take a few minutes to answer these questions and provide us with some feedback on our application process. All responses are anonymous. After or before completing the survey please do not forget to return to the application page and click submit to successfully complete the application process.

* Section requires upload of agency documents

** Section requires upload of template, available on El Camino Health/El Camino Healthcare District website

Metrics & Targets

Applicants must provide Metrics (written goals); there are two types of metrics: volume and impact metrics. Each metric has a 6-month and Yearend Target; targets are numeric projections that must align with **only** the funding amount requested in the application.

Overall Target Setting

- Use previous performance and data to inform target setting; returning applicants should review past metrics and outcomes to inform forecasting
- Metrics with **targets set at 100% should not be used**, as these suggest the metric is a program process rather than a stretch goal (i.e., clients receiving program materials)
- If awarded a grant, variance explanations will be required for outcomes that are above or below 10% of the target

Volume Metrics

Volume metrics include 1) total individuals served (unduplicated) and 2) encounters or services provided (likely duplicated)

1. Individual served (unduplicated)

- The 6-month Target need not be 50% of the annual target, consider the following:
 - Ramp-up time for a new program
 - Timeline for scheduled services
 - Time for outreach and referral efforts to achieve desired outcomes
- Each individual should only be counted one time, even if the individual receives more than one service or encounter

2. Encounters or services provided (likely duplicated)

- Select either encounters or services.
- Encounters or services provide information on the volume of interactions with individuals served. The number of encounters or services should be larger than the number of unique individuals served.
- In developing this metric, refer to your organization's definition of a metric or service.
- If your encounter or service includes groups, please provide one metric for the targeted number of sessions (i.e. classes) and one metric for the total number of participants expected in all classes combined.

Defining An Encounter Or Service

- Encounters or services provide information on the volume of interactions with individuals served. The number of encounters or services should be larger than the number of unique individuals served.

Insufficient Examples of Encounter Definition

Examples of Improved Encounter Definition

Health education class	The presentation encounter is defined as the number of one-hour classes provided by a health educator. The attendance encounter is defined as the total number of students attending all classes.
Medical appointment or call	A medical appointment or call is defined as a call with a physician or nurse practitioner.
Follow-up phone call	A licensed clinician or intern at a school counseling program conducting a follow-up phone call with a parent that results in... [insert a particular action, such as a referral].

Metrics & Targets (continued)

Applicants must provide Metrics (written goals); there are two types of metrics: volume and impact metrics. Each metric has a 6-month and Yearend Target; targets are numeric projections that must align with only the funding amount requested in the application.

Methodology for Calculating Volume Metrics

Individuals Served (unduplicated)

- Each individual should only be counted one time, even if the individual receives more than one service or encounter
- In the example below, three unduplicated participants were served (Participants A, C and D). Participant B did not participate in any activities.

Encounters/Services Provided

- Be sure to refer to refer your agency's definition of an encounter or service in the Evaluation and Data Collection section of the application
- In the example, there are five targeted activities. There are also 12 services provided to a total of 3 unique participants (Participant A participated in 5 activities, Participant C participated in 3 activities and Participant D participated in 4 activities).
- Please note the frequency of services provided – for example, if the activities were provided twice, the total number of services would be 24 services.

Example Data Set for People Served and Service Provided (Volume Metrics)

	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	<u>Data Reporting Methodology</u>
Participant A	Participated in Activity 1	Participated in Activity 2	Participated in Activity 3	Participated in Activity 4	Participated in Activity 5	<i>Participant A received 5 services</i>
Participant B	<i>Example: Participant B enrolled, but did not receive services.</i>					<i>Participant B received 0 services</i>
Participant C	Participated in Activity 1		Participated in Activity 3		Participated in Activity 5	<i>Participant C received 3 services</i>
Participant D	Participated in Activity 1	Participated in Activity 2		Participated in Activity 4	Participated in Activity 5	<i>Participant D received 4 services</i>
	3 services provided	2 services provided	2 services provided	2 services provided	3 services provided	<u>Outcome:</u> Total of 12 services provided to 3 unique participants

Metrics & Targets (continued)

Applicants must provide Metrics (written goals); there are two types of metrics: volume and impact metrics. Each metric has a 6-month and Yearend Target; targets are numeric projections that must align with only the funding amount requested in the application.

Impact Metrics

Impact metrics are quality measures that demonstrate the impact of funded services.

- When measuring increases, decreases, or improvements, it is recommended that a **qualifier*** (see * in “Improved Sample Impact Metrics” below) be used in the metric narrative that describes the change.
- **Targets for impact metrics must be set as percentages, not raw numbers** (Note: Targets for **Volume Metrics are raw numbers**)
 - Impact metrics are a measure of quality, so **targets are typically the same at 6-months and at Annual** since a program would not expect a different level of quality in the first or second half of the grant cycle, unless those being served in one half of the year are different than the other half of the year
- Metrics with **targets set at 100% should not be used**, as these suggest the metric is a program process rather than a stretch goal (i.e., clients receiving program materials)
- Impact metric language should be informed by your program evaluation tools (e.g., survey, scale, etc.)

Insufficient Sample Impact Metric Narrative	Improved Sample Impact Metric Narrative with <u>Qualifier*</u>	Example 6-month Target	Example Annual Target
Patients who return for follow-up exam	Patients who return for follow-up exam <u>within 90 days of initial treatment*</u>	65%	65%
Increased participation in activities that will reduce social isolation	Participants who report <u>at least a 5-point increase*</u> in social isolation on the <u>ABC Scale</u>	48%	48%
Clients who increase participation in activities that promote physical activity	Clients who report <u>at least a 30 minute weekly increase in moderate to strenuous physical activity*</u> as assessed by <u>pre/post survey</u>	N/A (Measured by pre/post survey so data not available at 6-months)	85%

Local Health and Demographic Data Resources

To assist you with developing your health needs statement in the “Program Detail” section of the application, some suggested resources are listed below. Please use the **most current** 2022 Community Health Needs Assessment (CHNA) Executive Summary of Selected Health Needs and **data within the last five years**, unless citing industry standard(s).

El Camino Health 2022 Community Health Needs Assessment (CHNA) Executive Summary of Selected Health Needs

About the resource: The 2022 CHNA will become available in June 2022; please refer to the Executive Summary of Selected Health Needs which provides the most recent data about the five health needs being addressed by El Camino Health and El Camino Healthcare District.

Resource available at: <https://www.elcaminohealth.org/grants>

El Camino Health 2019 Community Health Needs Assessment (CHNA)

About the resource: As previously described, the El Camino Healthcare District uses information from the most recent CHNA

Direct link: <https://www.elcaminohealth.org/sites/default/files/2019-06/2019-community-health-needs-assessment-20190615.pdf>

Santa Clara County City and Small Area/Neighborhood Profiles

About the resource: The profiles contain data on demographics, socioeconomic status, the built environment, safety and violence, and health status for each of the cities and small areas/neighborhoods in Santa Clara County.

Direct link: <https://www.sccgov.org/sites/phd/hi/hd/Pages/city-profiles.aspx>

Lucile Packard Foundation for Children’s Health’s KidsData.org

About the resource: Kidsdata.org is a resource that offers wide-ranging, local data by topic, region, and demography

Direct link: <http://www.kidsdata.org/>

Santa Clara County 2014 Community Health Assessment

About the resource: The CHA for Santa Clara County is a compilation of new and existing quantitative and qualitative data sources that were woven together to provide a comprehensive picture of the health of county residents, leveraging and building on, when possible, existing assessment efforts, initiatives, and related health improvement plans.

Direct Link: https://www.sccgov.org/sites/phd/collab/chip/Documents/cha-chip/SCC_Community_Health_Assessment-2014.pdf

Santa Clara County Public Health Department Data and Statistics and Data Resources

About the resource: Epidemiologists work with mappers, health planners, writers and media personnel to present data to the community and to develop reports with insights into specific health issues (e.g. health disparities, social determinants of health). Statistics on mortality and morbidity, as well as health behavior and outcomes, aid in the development of public health policies and programs and are used in grant writing, strategic planning, program evaluation, resource allocation, and prioritization.

Direct link: <https://www.sccgov.org/sites/phd/hi/hd/Pages/data-home.aspx> and <https://www.sccgov.org/sites/phd/hi/hd/Pages/data-resources.aspx>

Santa Clara County Public Health Department Open Data Portal

About the resource: The most up-to-date data is available on the Public Health Department’s Open Data Portal which includes access to data sets and maps about local health issues.

Direct link: <https://data-sccphd.opendata.arcgis.com/>

California Health Interview Survey (CHIS)

About the resource: The California Health Interview Survey (CHIS) is the nation’s largest state health survey and a critical source of data on Californians as well as on the state’s various racial and ethnic groups. Policymakers, researchers, health experts, members of the media and others depend on CHIS for credible and comprehensive data on the health of Californians.

Direct link: <http://healthpolicy.ucla.edu/chis/Pages/default.aspx>

Overview of Online Application Process

Accessing & Starting a New Application

The El Camino Health Program Grant Application is available at:

www.elcaminohospital.org/grants

The El Camino Healthcare District Program Grant Application (for requests greater than \$30,000) and Support Grant Application (for agencies with an operating budget of less than \$1.5M and requests \$30,000 or less) is available at:

www.elcaminohealthcaredistrict.org/grants

Continuing an In-Progress Application

If you have already started an application, please use the account homepage to access and continue working on an in-progress application

https://www.GrantRequest.com/SID_5862?SA=AM

To determine which Community Benefit Grant Program an organization should apply to, see page 3.

Note: There is only one account owner who can share an application with a viewer for viewing only or transfer the application to a new owner. This is to prevent multiple users from making changes that may override another user's changes.

You must also save often. Unsaved information will be lost. You may consider saving your application content in another file prior to providing it in the online application.

Application Submission, Review and Notification

- Upon application submission, you will receive a confirmation e-mail within one to three business days. If you do not receive a confirmation e-mail, please contact (650) 940-7052 and leave a message for Community Benefit.
- El Camino Health proposals are reviewed by the Hospital Community Benefit Committee and approved by the Hospital Finance Committee; El Camino Healthcare District proposals are reviewed by the Community Benefit Advisory Council and approved by the El Camino Healthcare District Board of Directors. Follow-up questions or requests for additional information may arise during the review process; please ensure accurate contact information is provided in the application.
- The El Camino Hospital Finance Committee and El Camino Healthcare District Board of Directors are the final decision making bodies for Community Benefit funding.
- Notifications of awards and denials will be sent via e-mail in late June 2022, followed by a formal grant agreement.



For more information or questions, please contact the
Community Benefit Department at:



650.940.7052



CommunityBenefit_ECH@elcaminohealth.org
CommunityBenefit_ECHD@elcaminohealth.org



FY21 Community Benefit Annual Report:
www.elcaminohealth.org/communitybenefit2021

Community Benefit Staff also host virtual Grant
Application Office Hours for additional assistance,
details below:

Wednesday January 26, 2022 at 10:30am-12:00pm

Wednesday February 9, 2022 at 10:30am-12:00pm