HOSPITAL EMPLOYEE EDUCATION & TRAINING PROGRAM (HEET)

2019-20 PROGRAM GUIDELINES

Workforce Education Department
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The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

## Deadlines and Milestones

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<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
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<tbody>
<tr>
<td>Applications available in OGMS</td>
<td>February 28, 2019</td>
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<tr>
<td>Applications due in OGMS</td>
<td>April 11, 2019</td>
</tr>
<tr>
<td>Applicants notified of approval status</td>
<td>Before July 1, 2019</td>
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<tr>
<td>Final approval given</td>
<td>Before July 1, 2019</td>
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<tr>
<td>Allocations begin</td>
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Overview

The State Board for Community and Technical Colleges (SBCTC) is committed to helping industry thrive and expand in Washington State and to continue the development of a skilled workforce. The allocated resources will support the continued alignment of training programs with current industry practice and employee recruitment needs.

This funding is to develop or expand innovative training programs in partnership with labor and employers that support incumbent healthcare workers to advance their careers in the healthcare field while meeting the rapidly changing workforce needs of our healthcare system. Projects must address one or more of the following:

- Enhanced accessibility and academic progression for hospital and outpatient healthcare workers through college healthcare pre-requisite courses and certificate/degree programs
- Address an industry shortage or other pressing workforce need in the healthcare industry
- Lead to increased capacity of the college system in nursing and other high demand healthcare fields
- Bring greater diversity to the health care workforce
- Build a stronger labor/management/education healthcare partnership in order to leverage public and private investment

This document contains information, criteria, and application materials needed to apply for the 2019-2020 HEET funds. Funding will only be allocated to colleges who submit applications/budgets in OGMS.

NOTE: Student Tuition and Fees are not allowable expenses under HEET

Application Guidelines

Who May Apply

The State Board for Community and Technical Colleges (SBCTC) invites Washington State community and technical colleges to apply for the Hospital Employee Education and Training (HEET) funding for projects in 2019-20. Colleges must develop proposals in collaboration with the required partners in order to receive funding. Refer to partner section for more details.

Together, projects funded in this cycle must lead to the creation of 50 annualized state funded FTES.

Required Partners

HEET proposals must clearly demonstrate the involvement of at least one healthcare employer and one labor management partner in the design and ongoing implementation of the project. A labor/management partner such as a training fund is strongly encouraged to act as a liaison and facilitator for project partners.

The foundation of HEET is the collaboration between a healthcare employer(s), a labor union(s) representing workers at a partnering employer(s), and a community or technical college(s). Proposals submitted without evidence of the deep involvement of employer and labor partners (i.e.: labor/management partnerships) will not be competitive for funding. Typically, labor/management partnerships, coordinated through a Training Fund, identify specific projects based on employer and employee needs, and colleges work with the partnerships to design and deliver training in order to meet those needs.

How Does the College Apply

Access the 2019-20 Hospital Employee Education Training (HEET) application through the Online Grant
Management System (OGMS).

If you do not have an account, contact your organizations Security Contact for access; you will also need your Security Contact to give you permission for FY20.

Submit completed grant applications for funding to the SBCTC through OGMS no later than April 11, 2019 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on April 11, 2019. Applications will not be accepted after the deadline.

A technical assistance conference call will be provided. The conference call information can be found in the announcement notice sent to the system.

Colleges must submit proposals via OGMS no later than Thursday, April 11, 2019. Applications will not be accepted after the deadline.

Application Process

Applications Basics

The State Board for Community and Technical Colleges is soliciting proposals that fall into one of two categories:

- New project proposals: New projects may contain, as appropriate, capacity building/program improvement activities (a planning phase) as well as implementation activities (defined as enrolling students in relevant programs/classes). Proposals that contain both planning and student enrollments during the fiscal year will also be considered.

  Proposals that contain only capacity building/planning activities for FY20 must complete the section of the application demonstrating how the planning work would lead to enrollments during the next fiscal year.

- Continuation proposals: HEET projects that have received previous HEET funding. Continuation proposals must directly support student enrollments and will not be awarded to projects that propose only capacity building/planning activities. Continuation proposals must demonstrate an evolution of the project, and clear need for continued HEET funding support.

When developing proposals colleges should strongly consider the intent of the funding and the total amount of available resource to best demonstrate the practicality of the proposal.

Proposals will be assessed against published criteria. Please review carefully for required elements before submitting a proposal.

Colleges may submit only one application.

If applying as part of a multi-college consortium, the application must indicate which college will be operating as the lead institution. Consortium applications need to clearly demonstrate how the activities of the individual colleges or pooling of resources support a common goal.

Application Review Process

An application review panel will be convened to assess each of the proposals that meet minimum criteria to be considered for funding. The review panel will make recommendations to the SBCTC based on the evaluation criteria established.

Recommendations will be forwarded to the SBCTC for final approval. Colleges will be notified via OGMS regarding proposal status prior to July 1, 2019.
Application Components
The following is a list of all the required documentation needed to have a completed application in OGMS:

- Cover page, including the names of all required partners with their signatures, must be uploaded as an attachment.
- Budget, including narrative page and information on leveraged resources.
- If applying as a consortium the OGMS budget must be the budget total for the entire project. This must be supported with an attachment that breaks out the budget by college.
- A letter of support from labor or industry partners (this does not take the place of the required partner signatures).

Program Guidance
In preparing the application please consider the following items:

- Review panel members come from a variety of professional backgrounds. Please do not assume that panel members are familiar with the Washington State community & technical college initiatives, funding or acronyms
- Consider the amount of detail needed to provide a compelling reason for a panel to recommend funding this project. Ideal proposals provide the detail needed to understand what efforts the money will go to while not distracting panel members in non-related information.
- Who, What, When, Where, How and Why is a viable framework for approaching what information to present
- Be clear about what you want to do and why is it important
- While there may be some questions that appear duplicative the questions are built in such a way to allow for information to build upon previous detail. Copy and pasting from earlier answers is not recommended.

Application Content
Address the following items in OGMS narrative questions.

1. Description and background of the project. Clearly identify what need is being met through the project work. Include a reflection of the labor market data that supports the need for the project and a reflection on how this project adds value to the work already being done in Washington State (environmental scan).

2. List all project partners. Identify the roles and responsibilities of all project partners. Identify who is responsible for ensuring accurate student coding and tracking project deliverables. Describe the process for validating coding and managing deliverables.

3. If a multi-college consortium, identify the project and fiscal lead.

4. Project timeline identifying major milestones/activities over the funding year (examples: When will a contract be executed, what date will project staff be hired, when will curriculum work be convened and completed).

5. Description of how the project supports students from a variety of entry points and what are the career advancements (career and education pathways) available through participation in this training.
   - How does the project support basic education needs in order to stabilize healthcare learning
outcomes, addresses a skill gap shortage or other pressing workforce need in the healthcare industry

- How does the project support the needs of working adults and advances academic achievement for incumbent healthcare workers

6. How the project will recruit and retain incumbent healthcare workers into the proposed program.

7. Describe the project’s capacity for long-term, systemic impact.

- What will be sustainable once program funding goes away? Where will this work be embedded at the college?
- How does this project fit into Guided Pathways work?
- How will this work be shared with the Washington’s community & technical colleges?
- How does this project align with the shifts and transformation of the healthcare system?

8. New projects that propose capacity building/planning activities during the project year must complete the required OGMS section to provide future-year enrollment and activity projections. Projects that propose all or the majority of planning and capacity building in Year One must complete these next questions.

   Note: Continued funding is not guaranteed; it will be based on available funds and whether the project made adequate progress against the stated goals during Year One.

   Information must include:

   - Description of how capacity building/planning activities will lead to student enrollments.
   - Description of the plan for ongoing partner collaboration during the second year of the project. Include a clear description of future year roles and responsibilities for all required partners.
   - Estimate on how many students will be enrolled the following year in programming developed during the planning year. Clearly identify whether you anticipate being able to serve students in year 1 of the project.

9. Continuation projects must complete the required section in OGMS regarding progress of the project to date.

   Information must include:

   - Number of credits built into the program
   - Number of students enrolled to date in the FY19 program year
   - Number of annualized FTES to date in the FY19
   - Number of students who have completed training
   - Number of students anticipated to participate in FY20
   - Number of annualized FTES anticipated in FY20
   - Description of the evolution of the project and why additional funding is being requested, and number of years the program has received funding
   - Description of barriers experienced in the project that prevented the program from being able to run without grant dollars (if applicable). How will barriers be addressed moving forward?
10. Description of the leveraged resources being brought to bear on the proposed project

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant’s ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Funding

Allocation Amount and Allowable Costs

Funding available for 2019-2020 totals $1,997,232. The SBCTC will fund projects at a maximum of $250,000 per proposal. A project that includes more than one community or technical college and more than one employer partner (in addition to one labor-management partnership) may apply for funding in excess of $250,000.

Since the goal of the HEET program is to be self-sustaining, projects will not automatically be funded in subsequent years. While there is no guarantee for continued funding, colleges may re-apply and preference will be given to support successful projects requesting continuation funding.

The review panel reserves the right to scale proposals as needed. Funding is subject to the extent of available resources.

Allowable expenses include:

- Curriculum development or modification to meet the needs of incumbent healthcare workers (e.g., projects that support curriculum and program consistency across colleges, work-based learning models, modular programs, course/program schedule restructuring to accommodate working adults, pre-requisite course progression/completion, online programs, simulation, and programs to train for new jobs coming online due to healthcare reform)

- The list above is not considered an exhaustive exploration of all possible options. Proposals can be submitted for new and innovative projects not identified above. Each project will need to be considered in relation to the needs of the healthcare industry and labor union partners.

- Equipment needed to train incumbent workers

- Creation of a system to grant credit for prior learning

- Sustaining the labor, management, college partnership to help aid these efforts, including in-services for effective partner communication, role definitions and functions, effective collaboration and joint decision making

- Support for students (e.g. tutoring, childcare, transportation,). A maximum of 20 percent of this funding may be used for this purpose.

- Instructional costs and project-related faculty training costs

- Program recruitment and retention activities (e.g., orientation, enrollment services, case management)

- Symposium costs to share/learn best practices in teaching methodologies and curricula that support the needs of incumbent workers
Allocation of Funds
Funding for approved applications will be allocated to colleges. Funding becomes available July 1, 2019 and expires June 30, 2020. Funds do not extend beyond the end of the fiscal year (June 30, 2020). Work with your college’s business office to access these funds.

Required Leveraged Resources
All proposals must document the commitment of leveraged resources from industry. Examples of leveraged resources include the contribution of time, space, and/or employer tuition resources to meet project outcomes. In alignment with statewide HEET goals to leverage public/private investments, proposals with high leveraged resources from industry will be given preference for funding.

In submitting proposals please consider the proportion of leveraged funds in comparison to the overall funding request. Proposals with higher levels of leveraged resources have been viewed more favorably by review panels as a measure of partner investment.

Requirements

Legacy Coding Requirements
Identify HEET students through Unusual Action code “A+”. Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program. Code students with the Unusual Action code each quarter they are enrolled in the HEET program. Only state funded FTES generated by students where coded with UA code “A+” during the year/quarter will be included in the targeted enrollment HEET report.

PeopleSoft Coding Requirements
Students are coded with a Student Group Code of “SHEE”. This code should be verified each quarter and not be retained on the student after departure from the program. Only state funded FTES generated by students where coded with Student Group Code of “SHEE” during the year/quarter will be included in the targeted enrollment HEET report.

Evaluations
A mid-year evaluation of the project is due to the SBCTC by January 18, 2020. The SBCTC will provide a template that identifies the minimum items to address in the evaluation.

A final evaluation of the project is due to the SBCTC by July 19, 2020. The SBCTC will provide a template that identifies the minimum items to address in the evaluation. Evaluations conducted by any external evaluator are to be included in the final project evaluation report submitted by a college and/or consortium to the SBCTC.

Open Licensing Requirement
The SBCTC requires that all digital software, educational resources, and knowledge produced as part of this competitive funding be placed under the Attribution license from Creative Commons. This license allows others to use, distribute, and create derivative works based upon the digital works, while still allowing authors to receive credit for their efforts.

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Washington State Board for Community and Technical Colleges

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