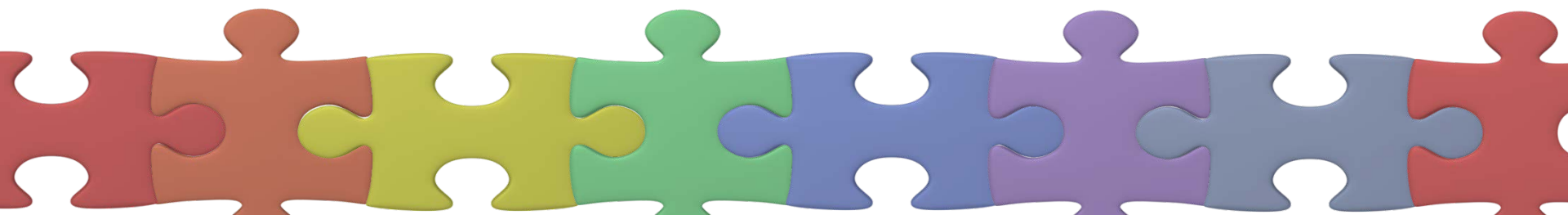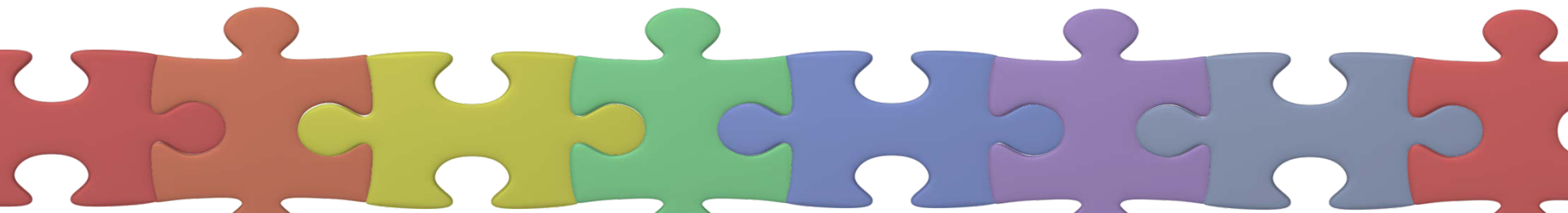# An Overview of the Healthy Start Project Director's Guide

Tools to Successfully Manage Your Healthy Start Program

# Pre-test

1) The role of the HRSA/MCHB Project Officer is to:
   a) Provide programmatic objectives
   b) Provide oversight of project performance
   c) Collaborate with grants management staff
   d) All of the above

2) Project Directors are <u>primarily</u> responsible for:
   a) Attending meetings
   b) Data entry
   c) Setting up systems, such as staffing, timelines for deliverables, budget, and reporting
   d) Program evaluation

3) The Healthy Start Project Directors Guide is:
   a) Designed to be followed in order
   b) For new project directors
   c) A replacement for meeting with your Project Officer
   d) Available on-line at healthystartepic.org and available to all who manage a Healthy Start program
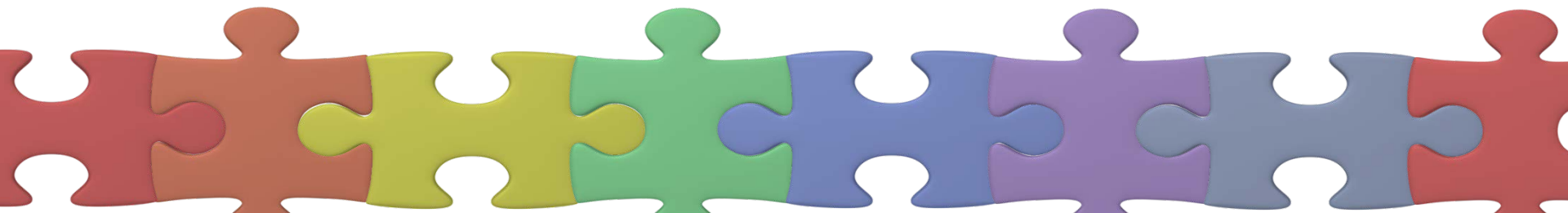
Poll: What role on your Healthy Start project best fits you?

- Project Director
- Project Manager/Coordinator
- Case Manager
- Community Health Worker
- Evaluator
- Other (please chat in the chat box)
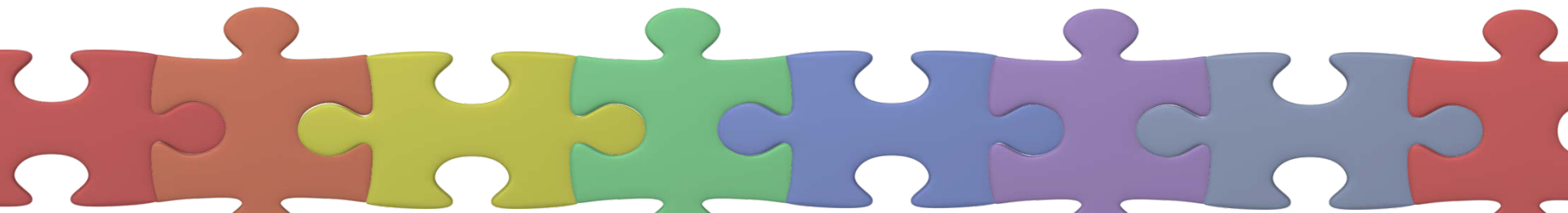
Poll: How long have you been in this role?

- Under 6 months
- 6 months – 1 year
- 1 – 3 years
- 4 – 10 years
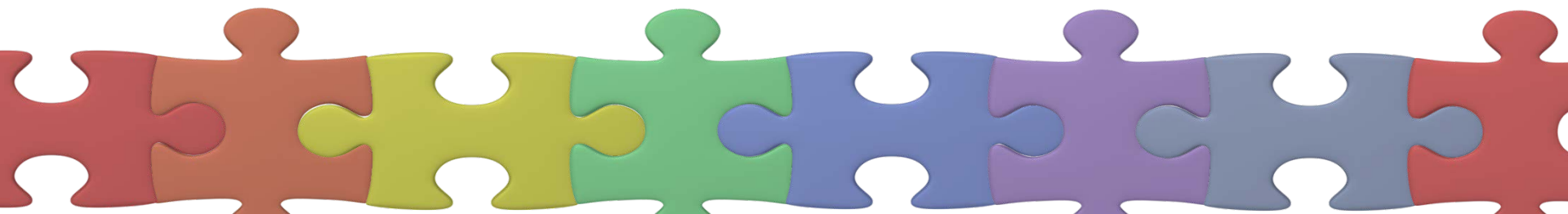- Seems like a lifetime

Webinar agenda and flow

- **Part I:** Getting Started
- **Part II:** Understanding the Program
- **Part III:** Methods Connecting the Puzzles
- **Part IV:** Tracking Progress and Moving Forward
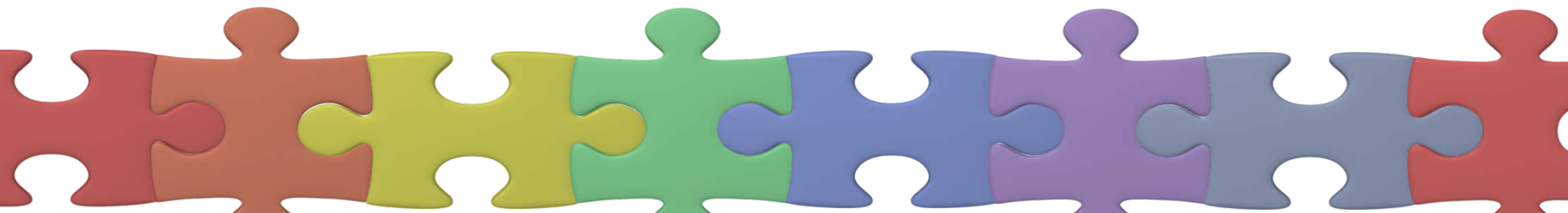- **Part V:** Resources
- **Part VI:** Case Studies

Christina Lottie

Sandy Lloyd

Hillary

Mobilizing your program

Part 1: Getting Started, Understanding Your Roles and Responsibilities, and Building Relationships

Get Started

Understand Your Program

Methods

Track Progress

Resources

Learn from Others

1.1 – HRSA/MCHB

- HRSA: What is it?

- MCHB: About Maternal and Child Health Bureau

- Maternal and Child Health Fact Sheet

- Putting the "M" Back in the Maternal and Child Health Bureau: Reducing Maternal Mortality and Morbidity
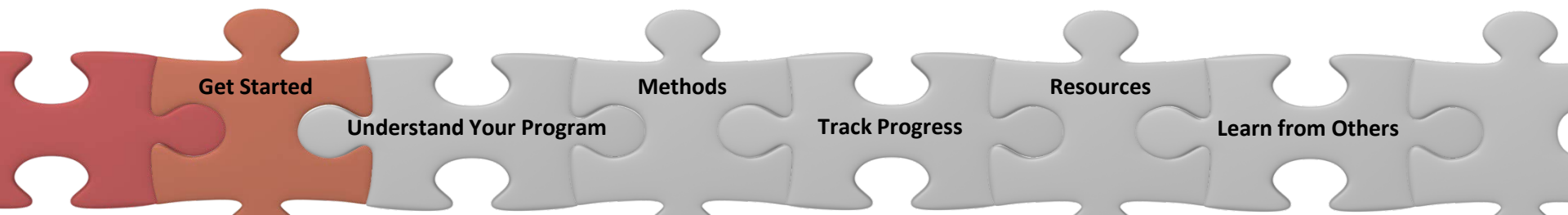
Get Started

Understand Your Program

Methods

Track Progress

Resources

Learn from Others

Get Started

Understand Your Program

Methods

Track Progress

Resources

Learn from Others

1.2 - Health Resources and Services Administration Project Officer

- The Role of a Project Officer
- Using the Call Template
- Key Contacts within Healthy Start
- Communication is Key
- Monitoring Calls
- Site Visits and Regional Meetings
- Grantee Forecast

Get Started

Understand Your Program

Methods

Track Progress

Resources

Learn from Others
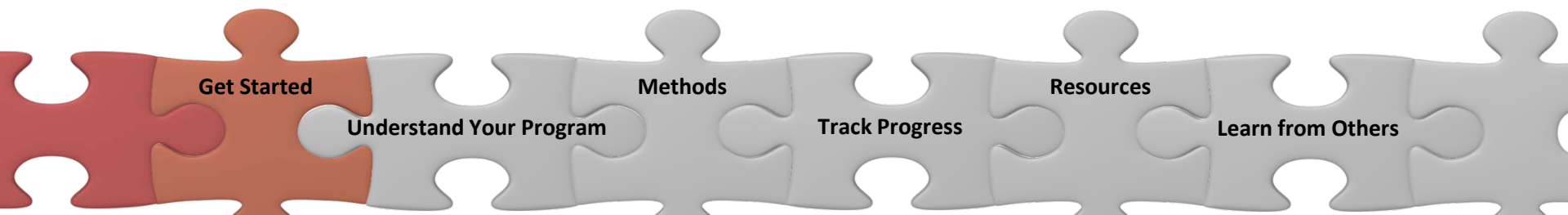
POLLS

- Have you read the grantee forecast?
  - Yes/No
- Of those of you who said "yes", have you found it helpful in providing you with timely and Healthy Start-relevant resources?
  - Yes/No
- If you have suggestions for additional info to include in the forecast, please chat them into the chat box now.

Get Started

Understand Your Program

Methods

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Resources
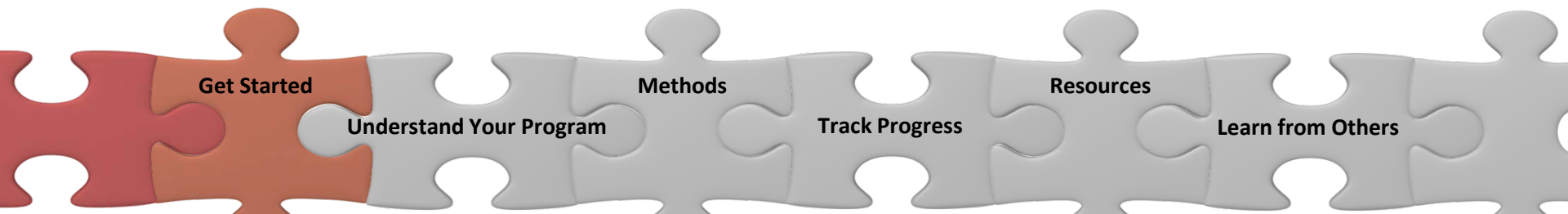
Learn from Others

DON'T PANIC

Get Started

Understand Your Program
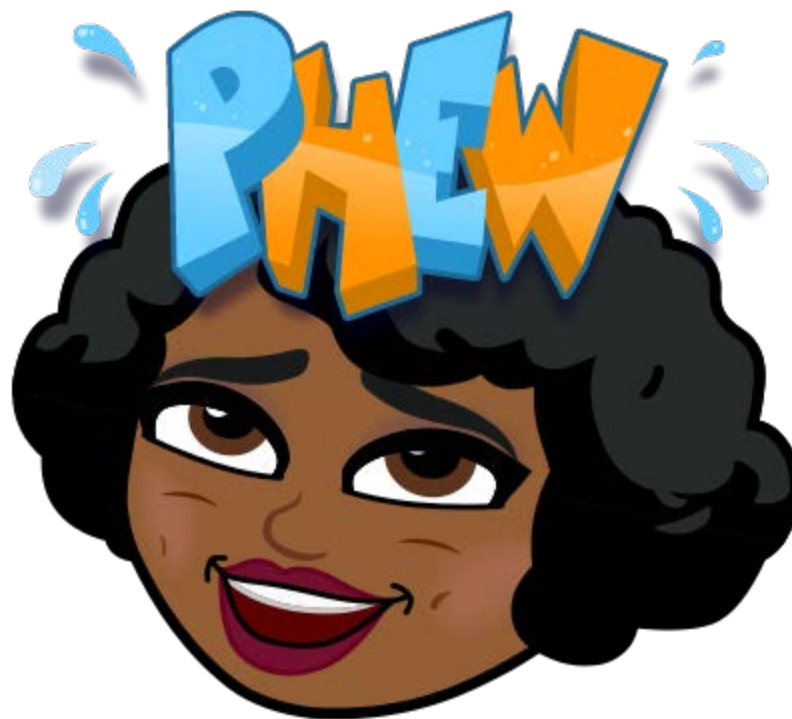
Methods

Track Progress

Resources

Learn from Others

Get Started

Understand Your Program

Methods

Track Progress

Resources

Learn from Others

1.3 - Healthy Start Project Director

- Overview of the Roles and Responsibilities of the Project Director

Healthy Start EPIC Center

Supporting communities to give every child a Healthy Start.

Search...
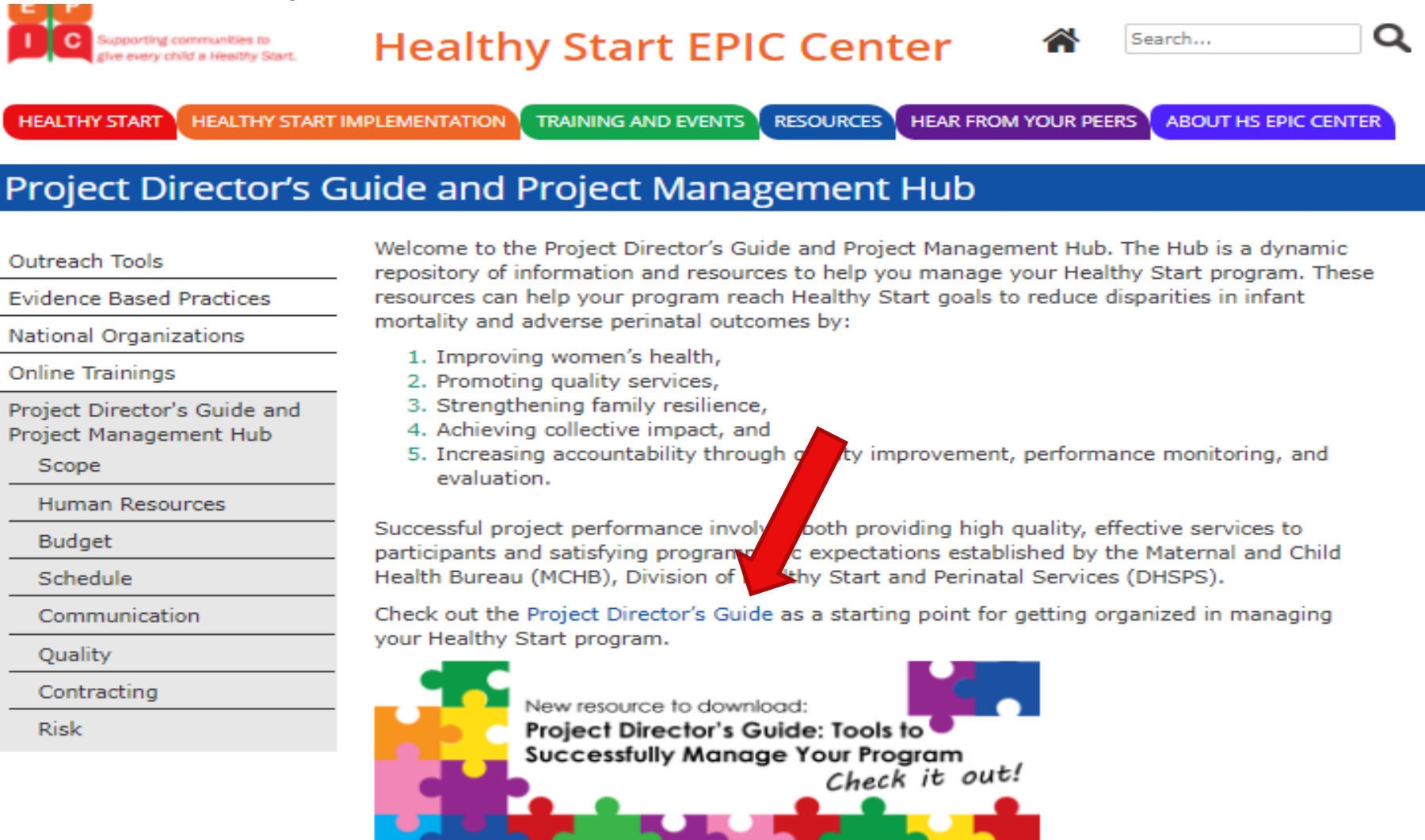
HEALTHY START | HEALTHY START IMPLEMENTATION | TRAINING AND EVENTS | RESOURCES | HEAR FROM YOUR PEERS | ABOUT HS EPIC CENTER

Project Director's Guide and Project Management Hub

Outreach Tools

Evidence Based Practices

National Organizations

Online Trainings

Project Director's Guide and Project Management Hub

  Scope

  Human Resources

  Budget

  Schedule

  Communication

  Quality

  Contracting

  Risk

Welcome to the Project Director's Guide and Project Management Hub. The Hub is a dynamic repository of information and resources to help you manage your Healthy Start program. These resources can help your program reach Healthy Start goals to reduce disparities in infant mortality and adverse perinatal outcomes by:

1. Improving women's health,
2. Promoting quality services,
3. Strengthening family resilience,
4. Achieving collective impact, and
5. Increasing accountability through quality improvement, performance monitoring, and evaluation.

Successful project performance involves both providing high quality, effective services to participants and satisfying programmatic expectations established by the Maternal and Child Health Bureau (MCHB), Division of Healthy Start and Perinatal Services (DHSPS).

Check out the Project Director's Guide as a starting point for getting organized in managing your Healthy Start program.

New resource to download:
Project Director's Guide: Tools to Successfully Manage Your Program *Check it out!*

1.4 - Creating a Common Vision and Setting Goals

- Logic Model
- Healthy Start Program Timeline of Key Dates
- Steps to Building an Effective Team
- Gantt Chart
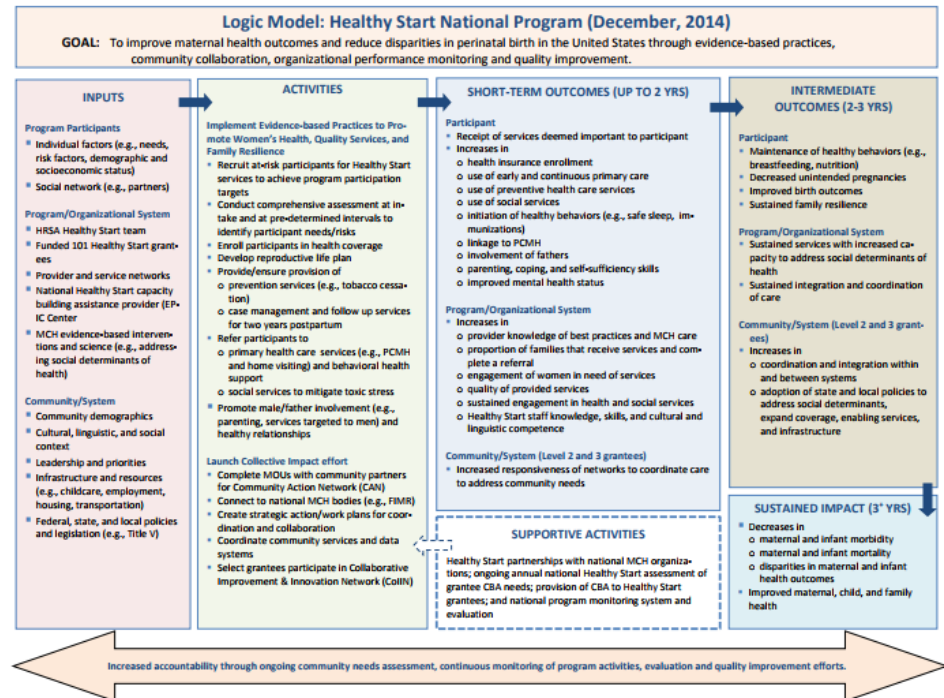
Logic Model: Healthy Start National Program (December, 2014)

GOAL: To improve maternal health outcomes and reduce disparities in perinatal birth in the United States through evidence-based practices, community collaboration, organizational performance monitoring and quality improvement.

Get Started

Understand Your Program

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Get Started

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Learn from Others
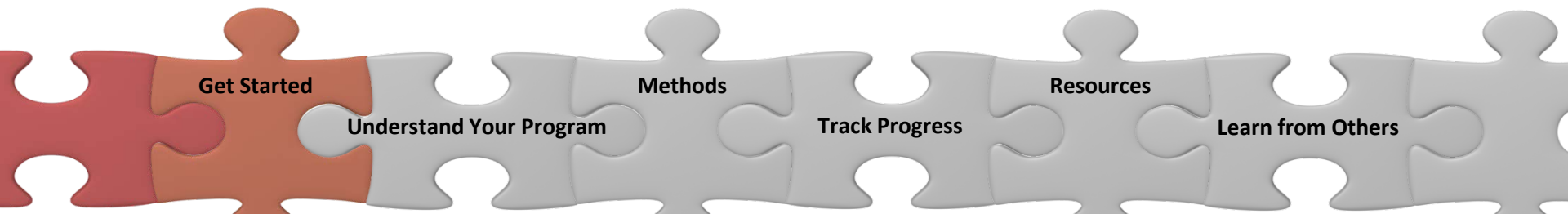
1.5 - National Healthy Start Association (NHSA)

- How to Become a Member

- Conferences and Calendar of Events

- NHSA Contact Information

- NHSA Newsletter

- Mentoring Program

NATIONAL HEALTHY START ASSOCIATION

Get Started

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Learn from Others

Get Started

Understand Your Program

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Resources

Learn from Others
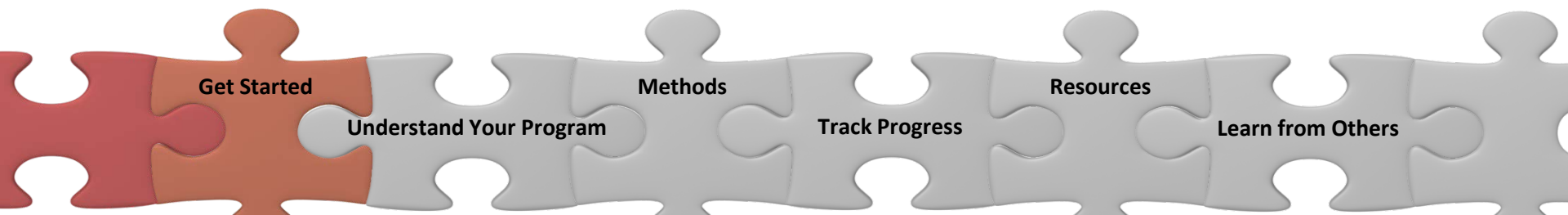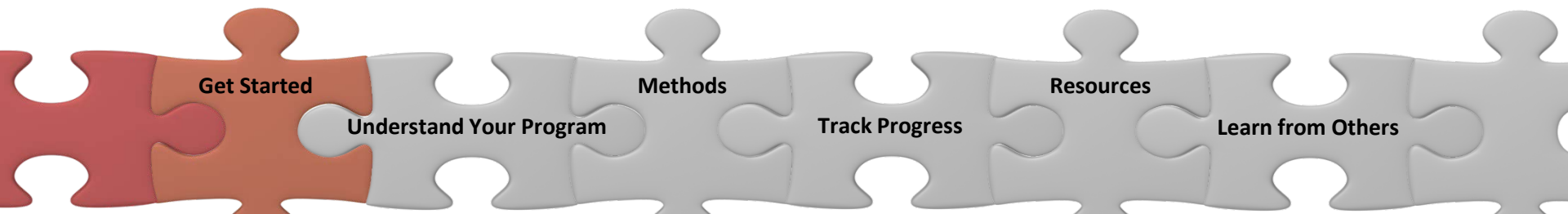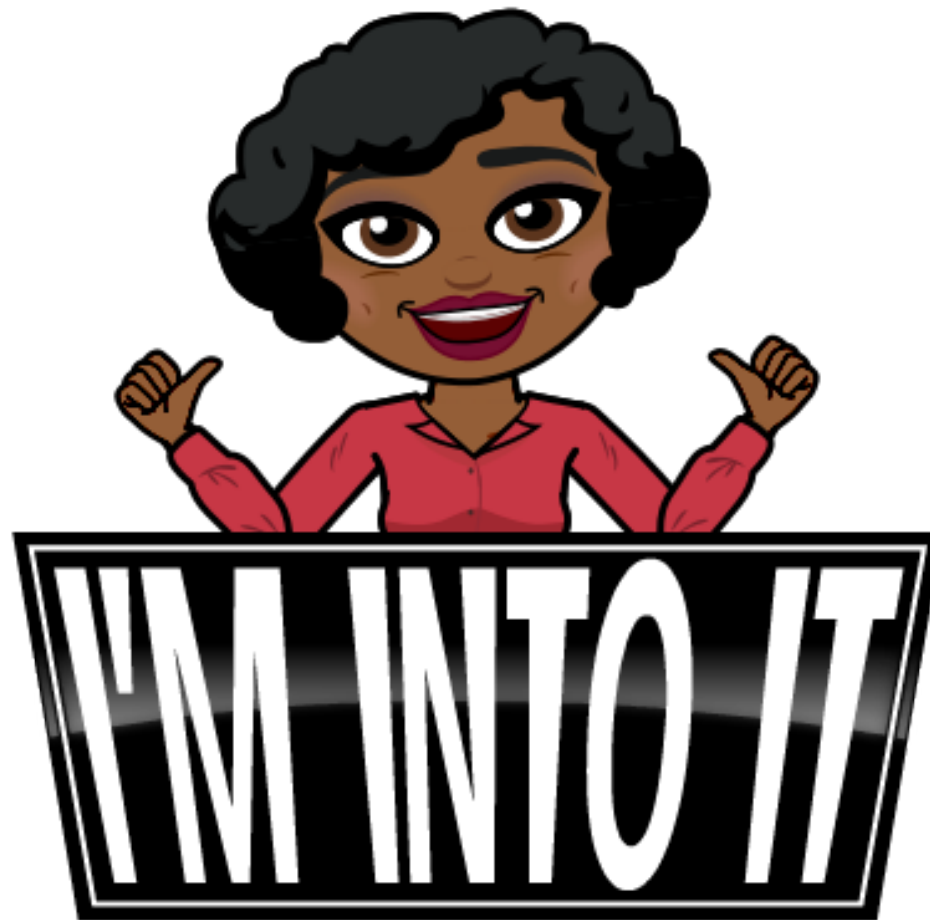
2.1 - What is Healthy Start?

- Healthy Start is…
- HRSA Healthy Start Program
- Healthy Start – Find a Grantee
- Important Healthy Start Acronyms
- Healthy Start 101
- Saving our Nation's Babies: The Impact of the Federal Healthy Start Initiative
- Annual Conferences

Get Started

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Resources

Learn from Others

Get Started

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Learn from Others
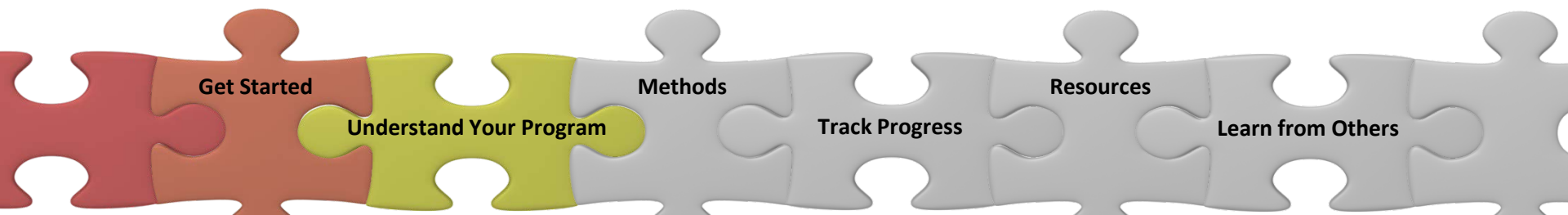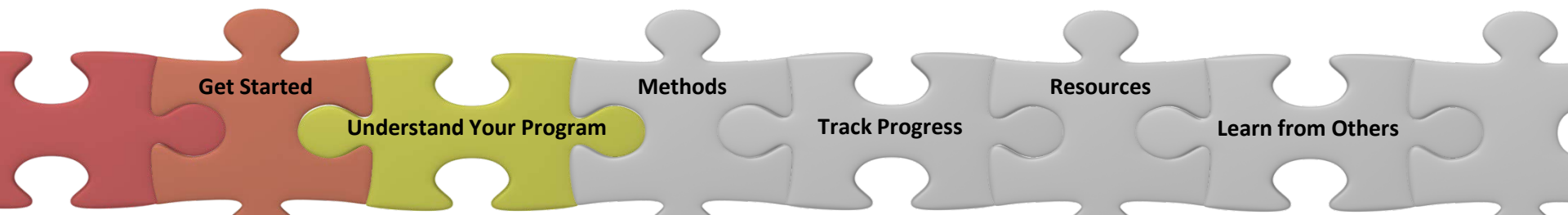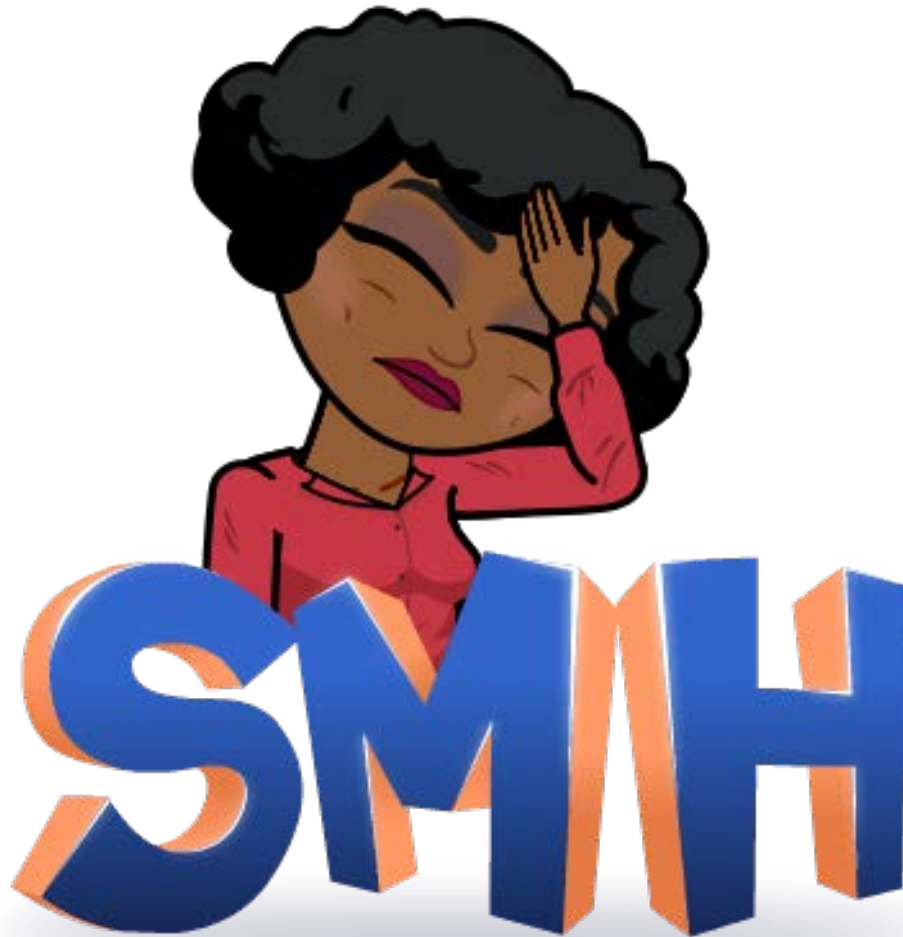
2.2 - What is the Healthy Start EPIC Center

- Healthy Start EPIC Center
  - Staff at HS EPIC Center
  - John Snow, Inc. and JSI Research & Training Institute, Inc.
- Healthy Start EPIC Center e-News
- Requesting Technical Assistance (TA)
- Community Health Workers
  - Healthy Start Community Health Worker Course
  - Understanding the Role of Community Health Workers in Healthy Start
  - Community Health Worker Course Kickoff Webinar
- EPIC Center Training Calendar
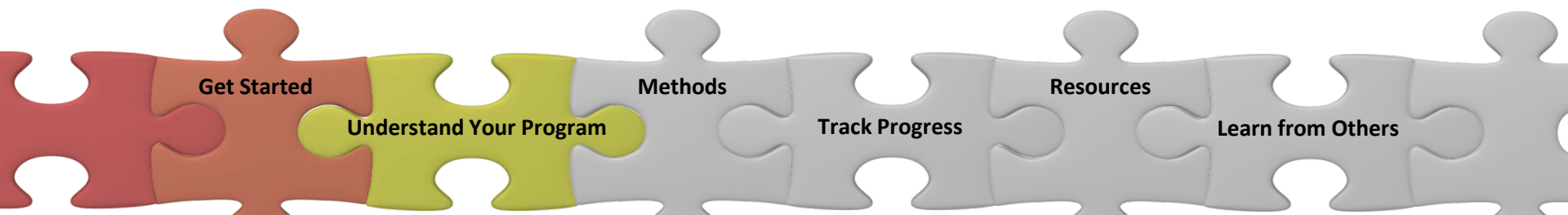
Get Started

Understand Your Program

Methods

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Learn from Others

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Get Started

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Learn from Others

Poll

- Have you taken all or a portion of the CHW course?
  - Yes/No

Get Started

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Resources

Learn from Others
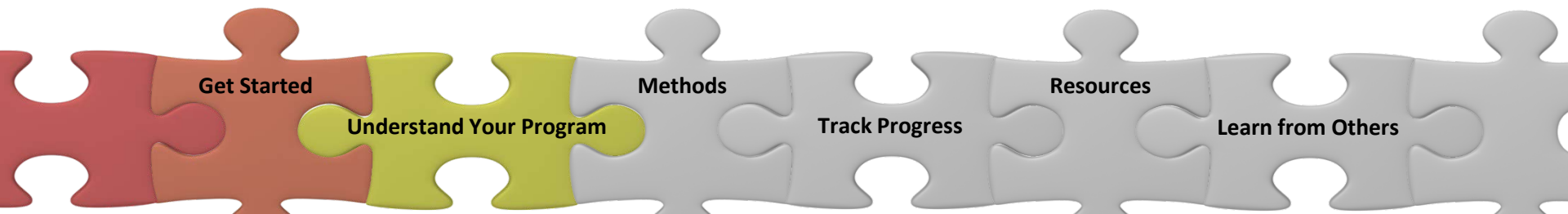
2.3 – The Scope of the Healthy Start Project

- The Scope of the Healthy Start Program
- Evidence-Based Practices for Healthy Start Programs
- Healthy Start Screening Tools
- Training and TA for the Healthy Start Screening Tools
- Healthy Start Screening Tools: Getting Ready to Screen Program Participants beginning January 2017
- Talking Participants through the Healthy Start Screening Tools
- EPIC Online Screening Tool Update

- Five Months of HS Screening Tools Implementation: Grantee Best Practices, Barriers, and Resolutions
- Screening Tools and Performance Measures Initiative: More than Reporting: Using Performance Measures for Quality Improvement
- EPIC Center Training Calendar

Get Started

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Learn from Others

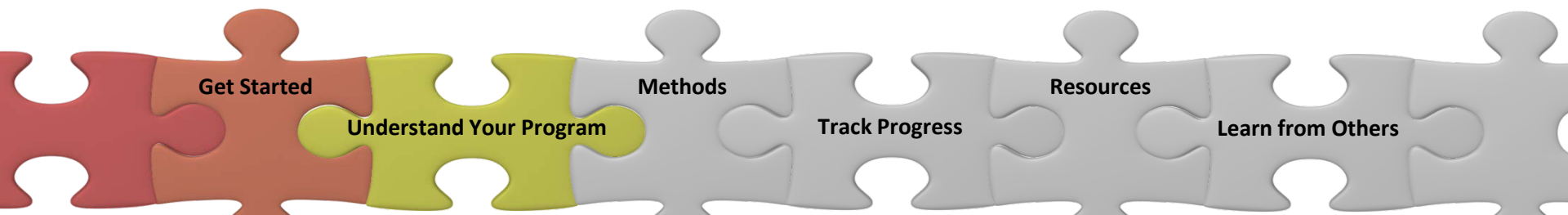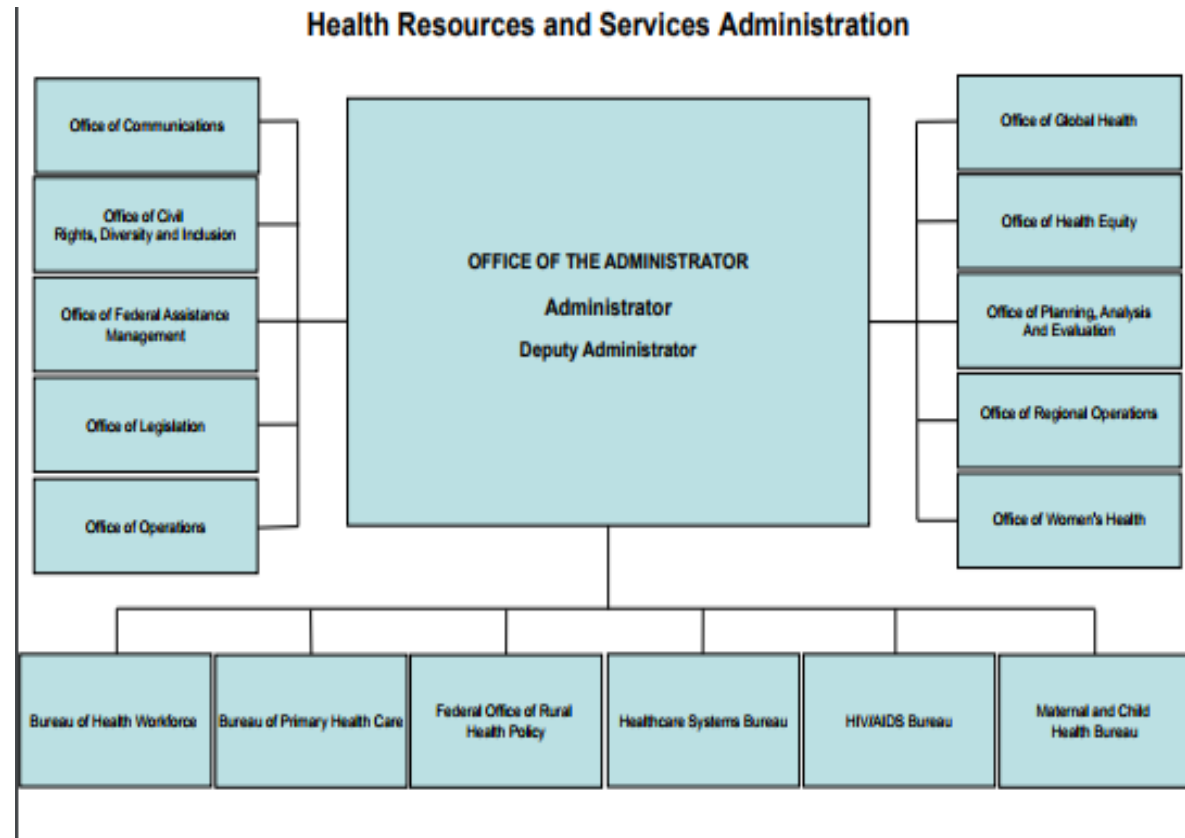# 2.4 - Organizational Structure of the Division of Healthy Start and Perinatal Services

- HHS Org Chart
- HRSA Org Chart
- MCHB Org Chart

Health Resources and Services Administration

Office of Communications

Office of Civil Rights, Diversity and Inclusion

Office of Federal Assistance Management

Office of Legislation

Office of Operations

OFFICE OF THE ADMINISTRATOR

Administrator

Deputy Administrator

Office of Global Health

Office of Health Equity

Office of Planning, Analysis And Evaluation

Office of Regional Operations

Office of Women's Health

Bureau of Health Workforce | Bureau of Primary Health Care | Federal Office of Rural Health Policy | Healthcare Systems Bureau | HIV/AIDS Bureau | Maternal and Child Health Bureau
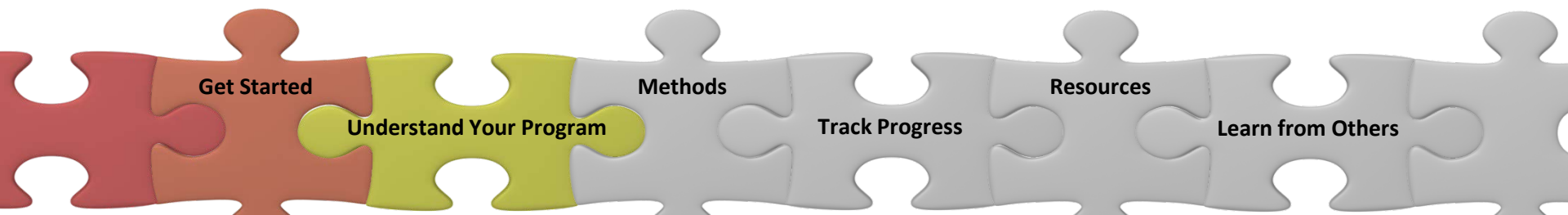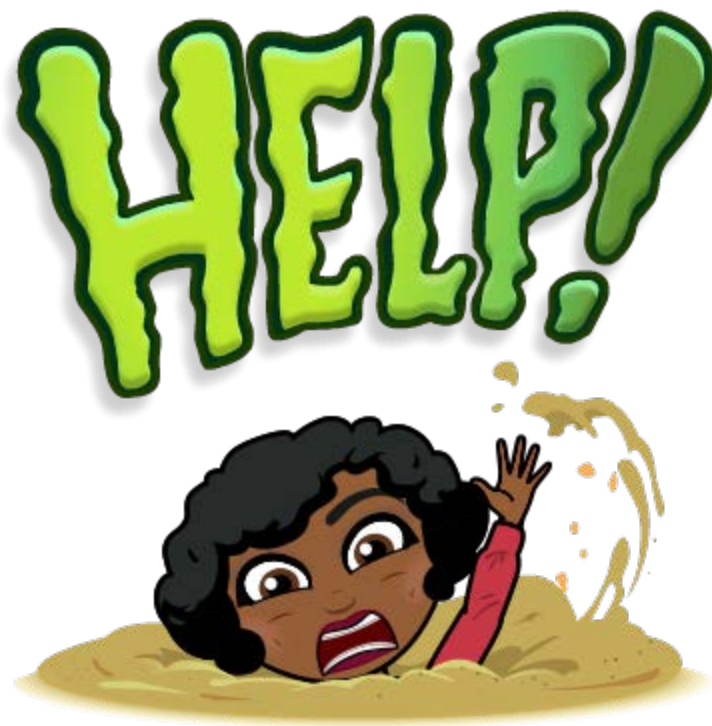
Get Started

Understand Your Program
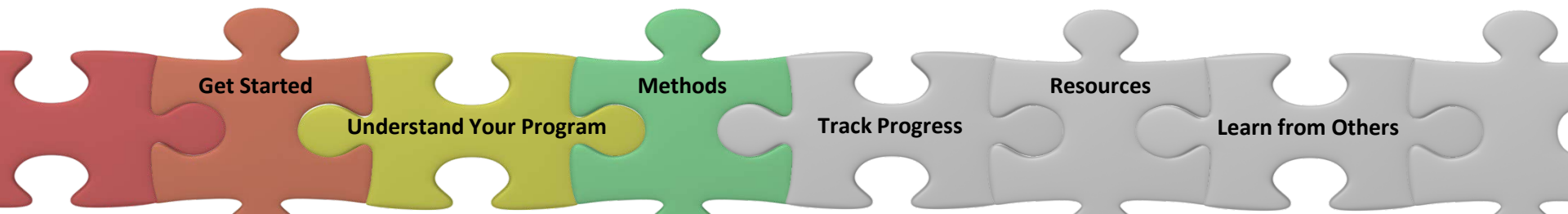
Methods

Track Progress

Resources

Learn from Others

2.5 - Benchmarks, Funding Opportunity Announcement, and Reports

- Healthy Start Performance Measures – Benchmarks
- Healthy Start Benchmarks Data Dictionary
- Healthy Start 3.0 and Benchmarks
- Healthy Start Initiative: Eliminating Disparities in Perinatal Health Funding Opportunity Announcement (FOA)

Get Started

Understand Your Program

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Resources

Learn from Others

Managing your grant

Part 3: Methods to Connect The Puzzles

Get Started

Understand Your Program

Methods

Track Progress

Resources

Learn from Others

Get Started

Understand Your Program

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Track Progress

Resources

Learn from Others

3.1 - Navigating the Electronic Handbooks (EHB)

- An Overview of the EHBs for Grantees
- Getting Started in the EHBs
- How Do I Change My Project Director?
- How to Create an External EHBs' Account?
- How to Register an Organization in the EHBs?
- How do I Reset a Forgotten EHBs' Password?
- How to Add a Grant to the EHBs' Portfolio?
- How to Create an External EHBs' Account?

Get Started

Understand Your Program

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Learn from Others
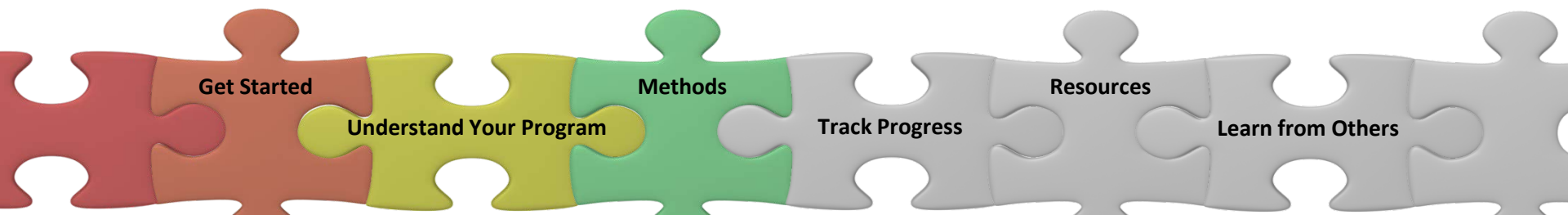
3.2 - Understanding the Grant Process
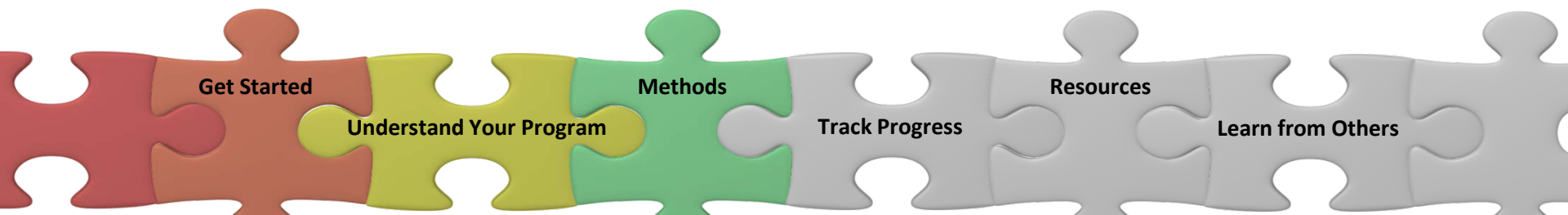
- The Grant Process
- Quarterly Conference Calls for Grantees

Get Started

Understand Your Program

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Resources

Learn from Others
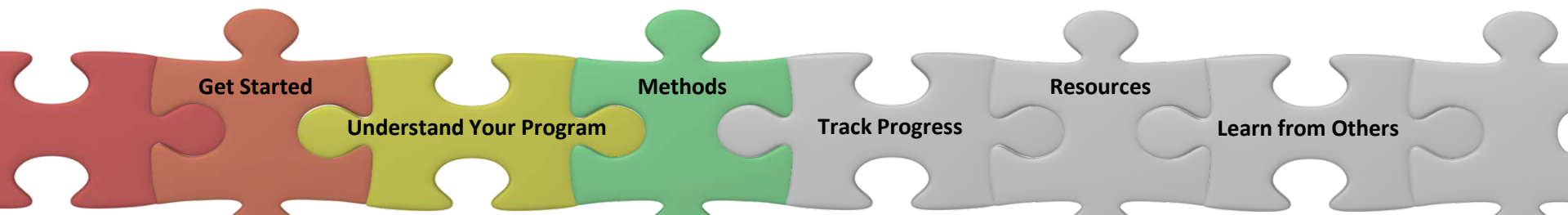
3.3 Reports and Documents within the EHBs

- What is a Prior Approval Request?

- Prior Approval Request FAQs

- How to Request a Prior Approval for a Carryover of Unobligated Balances?

- Federal Financial Reports (FFR) Overview

- Federal Financial Reports (FFR) Grantee Handbook

- How to Access Performance Reports?

Get Started

Understand Your Program

Methods

Track Progress

Resources

Learn from Others

3.4 - Grants Management Officer (GMO)

- Grants Management Officer/Specialist
- The Role of a Grants Management Officer/Specialist
- Managing Program Funds
- Understanding the Notice of Award

Get Started

Understand Your Program

Methods

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Resources

Learn from Others

Get Started

Understand Your Program

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Resources

Learn from Others

Poll

- Have you ever called your Grants Management specialist for assistance regarding your budget or the FFR?
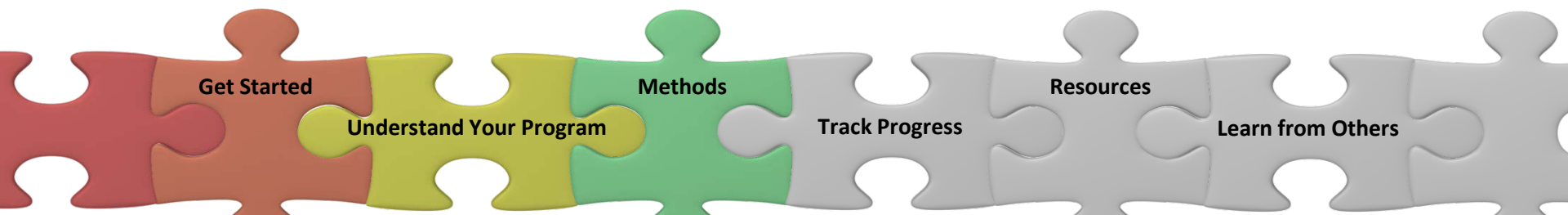 - Yes/No

Get Started

Understand Your Program

Methods

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Resources

Learn from Others

Healthy Start implementation

Part 4: Tracking Progress and Moving Forward

4.1 - Measuring Results

- Electronic Data Collection Tool
- Healthy Start Approaches
- Healthy Start National Evaluation
- Healthy Start Program Evaluation Plan
- FAQ: Healthy Start Monitoring, Evaluation, and Data
- Contact Information for the HS National Evaluation

Get Started

Understand Your Program

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Resources

Learn from Others

Get Started

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Learn from Others

4.2 - Communicating Results

- Reporting Monthly Aggregate-Level Data
- Healthy Start Aggregate Data Reporting User Guide

Get Started

Understand Your Program

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Learn from Others
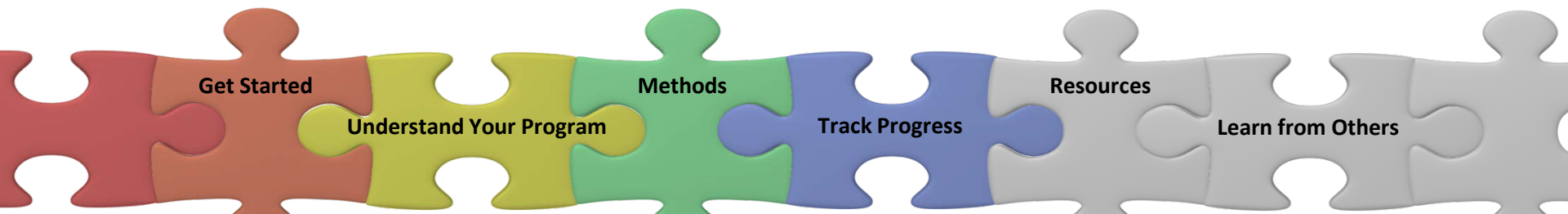
4.3- Sustaining Community Interest and Involvement

- Applying the Conditions and Concepts within the Community Context

- Why It's Important and What Healthy Start Communities Can Do to Improve It

- Sustainability Planning Guide

- Social Media Tools, Guidelines & Best Practices
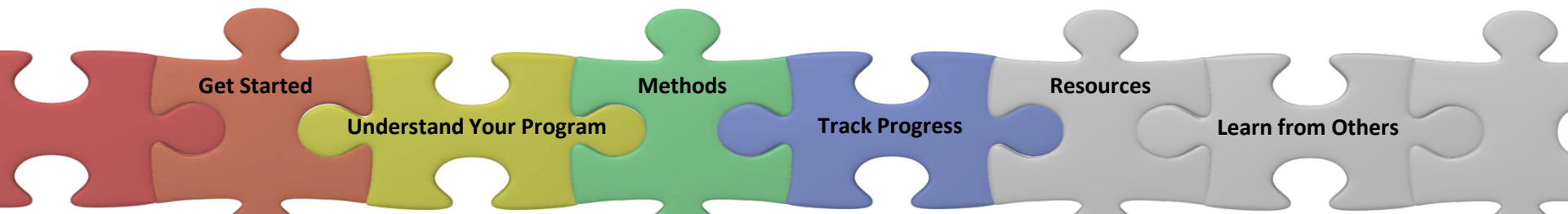
Get Started

Understand Your Program

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Get Started

Understand Your Program

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Resources

Learn from Others

4.4 - Grant Opportunities

- Grants.gov (Federal Government)

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Learn from Others

Sites that are most frequently visited

Part 5: Resources

Project Director's Guide: Tools to Successfully Manage Your Program

Introduction

Welcome to the Project Director's Guide: Tools to Successfully Manage Your Program. This guide was developed to help you find information that can assist you with managing your Healthy Start program and was developed for Healthy Start Project Directors. These resources can help your program address the five Healthy Start approaches of:

1. Improving women's health,
2. Promoting quality services,
3. Strengthening family resilience,
4. Achieving collective impact, and
5. Increasing accountability through quality improvement, performance monitoring, and evaluation.

The Project Director's (PD) Guide enables you to find the on-line resources that can help programs through every step of the process, as they move from getting organized to becoming stewards of their own environment. The Parts have been assigned a number and organized in a way that support a natural progression for Project Directors who may be new to a Healthy Start program. However, Project Directors do not have to necessarily follow any particular order when accessing the information.

Stage in the HS Process	Part of the Project Director's Guide
The Project Director, in partnership with the Project Officer, creates a collaborative relationship to successfully provide high quality, effective services to participants and satisfy programmatic expectations established by the Maternal and Child Health Bureau (MCHB), Division of Healthy Start and Perinatal Services (DHSPS).	Part I Getting Started, Understanding Your Roles and Responsibilities, and Building Relationships
The scope of the Healthy Start (HS) program can be thought of as encompassing Who, What, and How.	Part II Understanding the Program
Collaborating with JSI and NHSA to improve access to health care by strengthening the health care workforce, building healthy communities, and achieving equity.	Part III Methods to Connecting the Puzzles
The HS program tracks progress, evaluates the process, and develops new ways to foster collaboration and identify new partners within the community to further enhance risk reduction measures.	Part IV Tracking Progress and Moving Forward

The Project Director's Guide has two additional Parts that can help Project Director's in any stage of the process:

1

Get Started
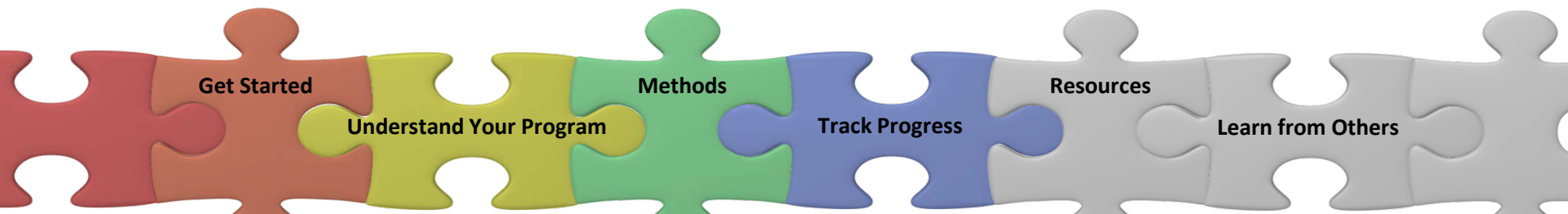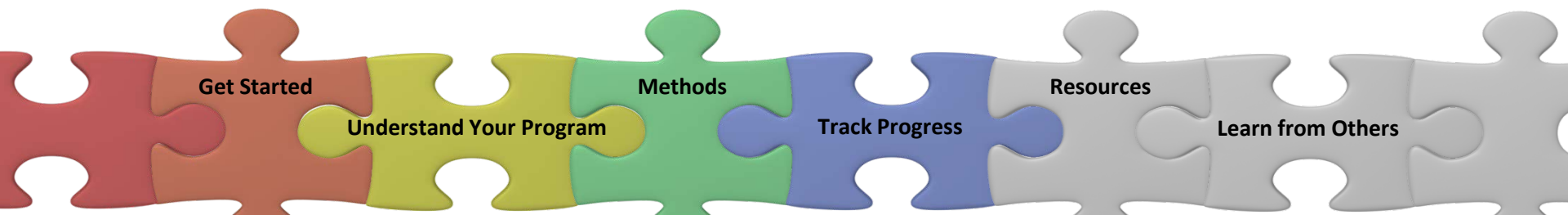
Understand Your Program

Methods

Track Progress

Resources

Learn from Others

Resources

Healthy Start EPIC Center

Healthy Start HRSA website

National Healthy Start Association

HRSA Website

Get Started

Understand Your Program

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Get Started

Understand Your Program

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Learn from Others

Case studies

Part 6: Learning from the Experience of Others

Get Started

Understand Your Program

Methods
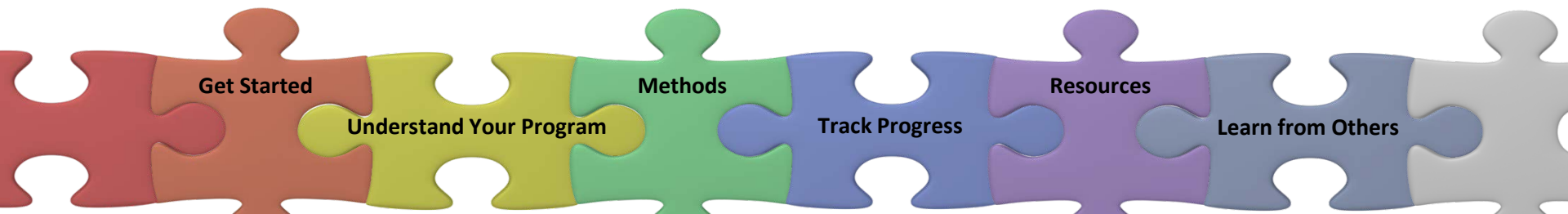
Track Progress

Resources

Learn from Others
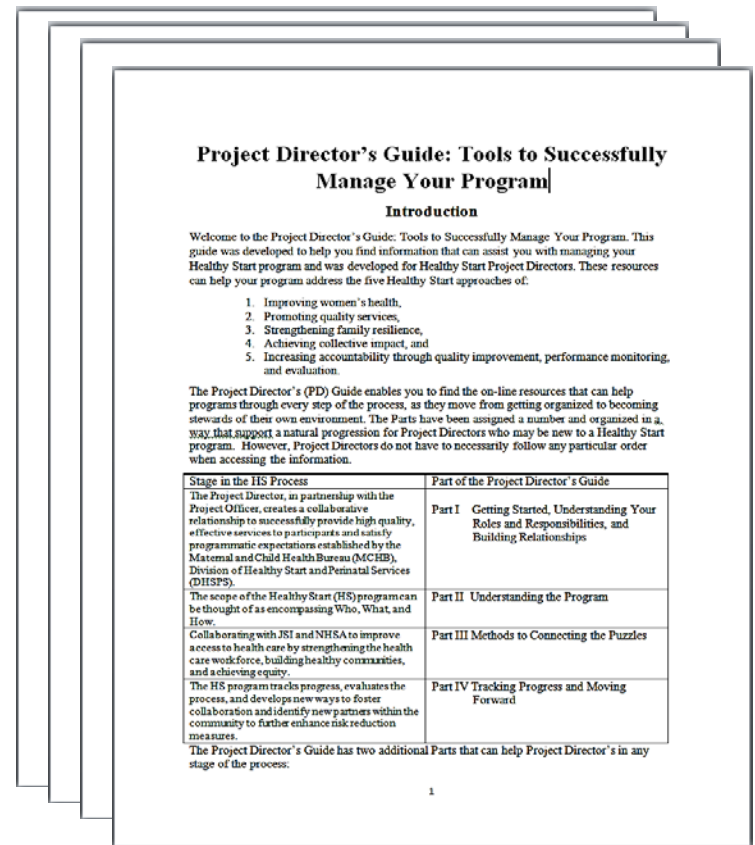
Case Studies

- Family Road Healthy Start Program

- Maricopa Community Health Center, Inc. Arizona

- Baltimore Healthy Start Program

- Petersburg, VA, Virginia Department of Health Healthy Start, Loving Steps Community Action Network

- Hamilton Health Center's Healthy Start Program

- Tulsa, Oklahoma Healthy Start Fatherhood Coalition

Get Started

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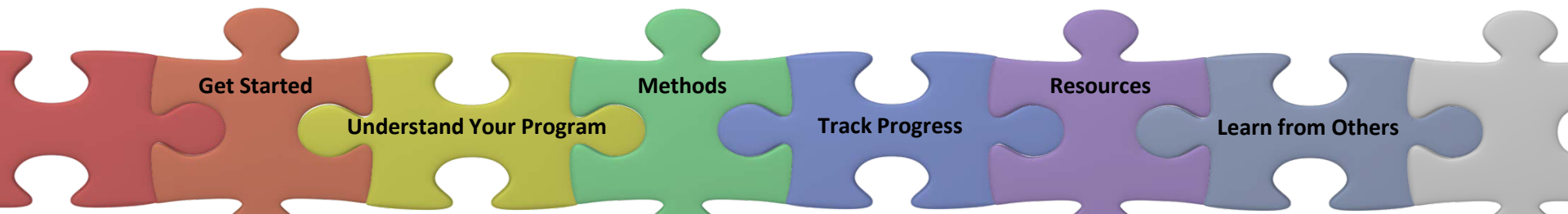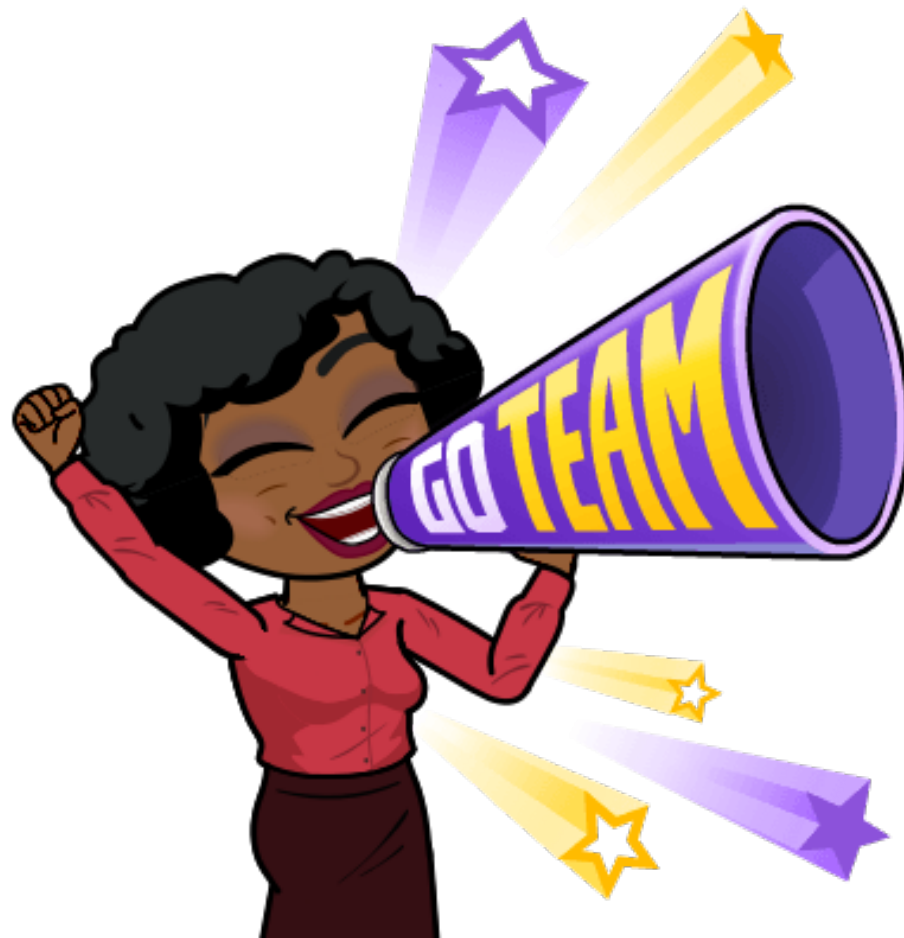
Learn from Others

I GOT THIS

Get Started

Understand Your Program

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Learn from Others

Key Take-Aways

- The Project Director's Guide is a tool to assist Healthy Start staff to manage their program whether you are new to your role or need a refresher.

- The Guide is posted on the EPIC Center Website (healthystartepic.org) within the Project Management Hub tab.

- The Guide is divided up into six parts each; however, you don't have to necessarily follow any particular order when accessing the information.

- Project Officers are key supporters of Healthy Start grantees and serve as a valuable resource for their success.

- The Guide will be updated periodically and the DHSPS will notify grantees of any changes via the forecast.

Get Started

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Learn from Others

Questions
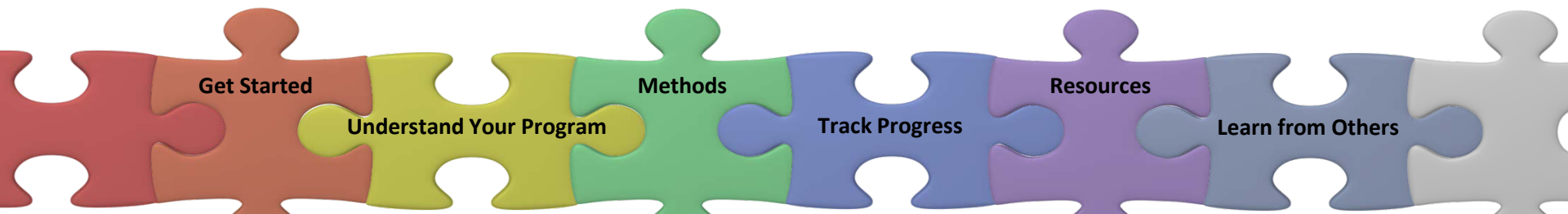

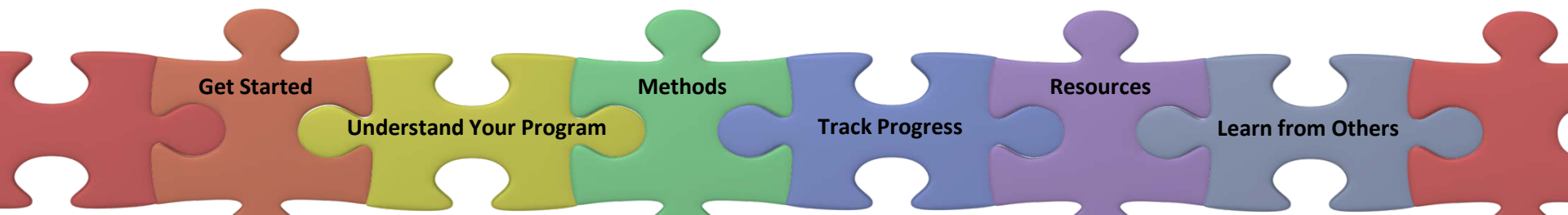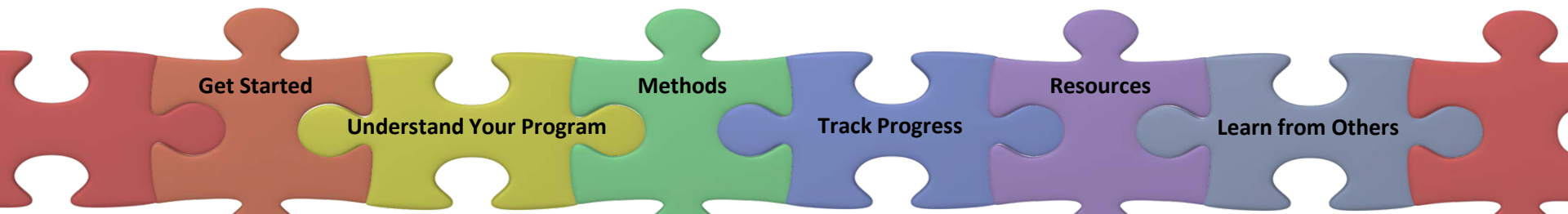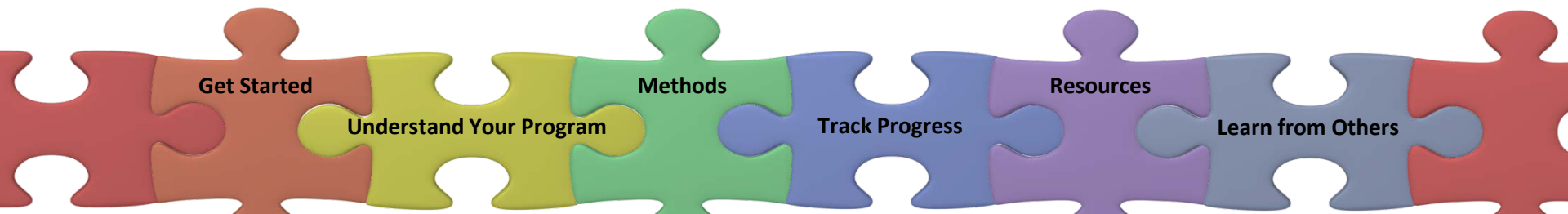Get Started Methods Resources

Understand Your Program Track Progress Learn from Others

Post-test

1) The role of the HRSA/MCHB Project Officer is to:
   a) Provide programmatic objectives
   b) Provide oversight of project performance
   c) Collaborate with grants management staff
   d) All of the above
2) Project Directors are <u>primarily</u> responsible for:
   a) Attending meetings
   b) Data entry
   c) Setting up systems, such as staffing, timelines for deliverables, budget, and reporting
   d) Program evaluation
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   a) Designed to be followed in order
   b) For new project directors
   c) A replacement for meeting with your Project Officer
   d) Available on-line at healthystartepic.org and available to all who manage a Healthy Start program

Get Started
Understand Your Program
Methods
Track Progress
Resources
Learn from Others

Bye!

loggin' off

Get Started

Understand Your Program

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Learn from Others