



Greater Columbia Accountable Community of Health (GCACH)

SUBJECT: LHIN Training Request Policy

Policy #: 2019-001

Version Date: October 4, 2019

PURPOSE:

Greater Columbia Accountable Community of Health (GCACH) seeks to encourage and support active Local Health Improvement Network participants and/or organizations recommended by the LHIN to attend trainings, seminars, and conferences that will equip the attendee with the knowledge and skills to facilitate capacity building in pursuing the population health goals of our region.

The LHIN Training Request Policy defines the process to request funds from GCACH to attend trainings, conferences, or to host a trainer. This policy also outlines GCACH's criteria and decision-making process for approval.

DEFINITIONS:

"Applicant": Organization submitting a request for money from the Sponsor.

"GCACH Project Areas":

2A: Bi-Directional Integration of Physical & Behavioral Health: The focus is to address physical and behavioral health needs through an integrated network. Integration can also involve pharmacy, dental, behavioral and care managers. People with physical, mental, and social issues need care that is integrated, coordinated, and seamless. Greater Columbia is currently working with 57 primary care and behavioral health clinics to implement integrated models of care and will be adding additional providers during the Medicaid Transformation Project.

2C: Transitional Care: Improve transitional care services to reduce avoidable hospital utilization and ensure beneficiaries are getting the right care in the right place. The focus is to reduce avoidable admissions/readmissions to intensive care settings such as hospitals, psychiatric hospitals, skilled nursing facilities and prisons or jails. The goal of transitional care is getting the right care, at the right time, and the right place. GCACH is also working with EMS and palliative care providers to incorporate these services into the PCMH model.

3A: Addressing the Opioid Public Health Crisis: The focus is to reduce opioid related morbidity and mortality through prevention, treatment and recovery supports. GCACH is establishing Opioid Resource Networks across the region to provide a "Hub and Spoke" approach to treatment. Hubs are care management & opioid treatment programs, with expanded services and strong connections to area Spokes (e.g. social services).

3D: Chronic Disease Prevention & Control: Integrate health system and community approaches to improve chronic disease management and control the focus is implementation of the Chronic Care Model, a cornerstone of PCMH, with the goal being planned prevention and treatment strategies for individuals with chronic illnesses. This project incorporates health information technology such as disease registries and risk stratification to manage populations. It also seeks to incorporate Community Paramedicine that leverages the skills of paramedics and EMS systems to address care gaps, especially in rural areas.

"GCACH": Greater Columbia Accountable Community of Health, the Sponsor.

"LHIN": Local Health Improvement Network.

"Active Participant": A LHIN active participant/organization who is a regular participant of LHIN meetings.

"SDOH": Social Determinants of Health. Economic and social conditions under which people live which determine their health.

“ACEs”: Adverse Childhood Experiences. Negative childhood experiences that impact life-long physical and behavioral health.

“Resiliency”: The ability to adapt well, or “bounce back” in the presence of difficult life events.

“Training”: Training may be a seminar or conference containing significant material directly related to achieving GCACH and LHIN goals.

POLICY:

GCACH may grant funding for eligible applicants to attend trainings that meet the established criteria. Applicants must complete the approval process.

Individual LHINs may bring trainers to their communities to make it more cost effective. Multiple LHINs may pool their resources to bring trainers. Under these circumstances, LHINs may invite non-active LHIN participants. A fee may be charged to offset the cost of the training.

ELIGIBLE TRAININGS:

Trainings must relate to GCACH services and support project areas being undertaken by GCACH [See definitions section for project areas] including upstream factors such as SDOH, ACEs, and Resilience. The description of the training must clearly outline which project area or upstream factor it relates to. Please see “training” definition outlined in this policy above under “definitions”.

INELIGIBLE TRAININGS:

GCACH is unable to support the following types of trainings because they do not meet the criteria we have set for our LHIN training program. However, there may be other options available for obtaining support for these activities.

- Religious activities, in whole or in part, for the purpose of furthering religious doctrine.
- Door prizes or raffles.
- Political groups and/or organizations.

AMOUNT:

There is no minimum cost for an eligible training. Each LHIN is allocated \$5,000 for the year so planning ahead is highly encouraged. GCACH reserves the right to reallocate any unused funds to other purposes if it does not appear that it’ll be used by the LHINs. For example, if it’s the end of the third quarter, there is a balance, and no training plans are expressed to GCACH for its use.

Unused funds will not roll over to the next year, but it’ll be part of next year’s budget.

REIMBURSEMENT:

GCACH will reimburse training expenses after the training is completed by submitting the Expense Reimbursement Form (Attached) with actual receipts. The expense report must be submitted within two weeks of the training date to Rachael Guess, Finance and Contracts Coordinator rguess@gcach.org. GCACH’s credit card limit is only enough to conduct day-to-day business. LHINs, another entity, or individual will pay for the cost of the training and submit for reimbursement. GCACH only reimburses up to the federal government’s per diem rates for lodging, meals, and mileage. Please follow this link to see the rates of the state and city to which you plan to travel <https://www.gsa.gov/portal/content/104877>

Lodging will only be reimbursed if the training takes place 50 miles or more from the attendee’s place of residence/business. In regards to the distance traveled, GCACH will follow Washington State’s lodging reimbursement policy <https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.30.htm#10.30.30>.

TIMING:

Requests should be submitted at least two weeks before the date of the training to allow time for the approval process. Participants are encouraged to plan ahead and try to get the “early bird” price many trainings offer.

APPLICATION PROCESS:

A LHIN Training Request form must be completed (see attached form) and brought up for a motion and vote at a LHIN membership meeting which should later be reflected in the meeting minutes. The request can also be approved by a LHIN Board or committee if in place. If approved in one of this three manners, it must be signed by a LHIN leader and forwarded to:

Greater Columbia Accountable Community of Health
Attn: Rubén Peralta
8836 W. Gage Blvd., Suite 202A
Kennewick, WA 99336

Or electronically by email to: rperalta@gcach.org

The request should include the following (See request form):

- Description of the training the requestor wants to attend.
 - This description should include an explanation of how it relates, at minimum, to one of GCACH’s project areas or upstream factors. [See Definitions]
 - 2A: Bi-Directional Integration of Physical & Behavioral Health
 - 2C: Transitional Care
 - 3A: Addressing the Opioid Public Health Crisis
 - 3D: Chronic Disease Prevention & Control
 - SDOH
 - ACEs
 - Resilience
- Requesting Entity Name and address
- LHIN’s name
- Person of contact name, email address, and phone number
- Training title
- Training dates
- Training location
- Training total hours
- Number of individuals attending
- An estimated budget of the total cost
- The signature of Director of Finance and Contracts and LHIN leader indicating approval

Prior to submitting any request, the evaluation criteria listed below should be considered:

EVALUATION CRITERIA:

Sponsorship applications are evaluated against four criteria. The criteria were developed to ensure that the funds will mutually benefit GCACH and the Local Health Improvement Networks.

Proposals are evaluated for:

1. Benefits to GCACH’s goals in the nine-county region and the Yakama Nation
2. Benefits to local LHIN goals
3. Opportunity to create long-term value
4. Potential benefit to the individuals’ professional development

DocuSigned by:

Rhonda Hauff

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Rhonda Hauff, Board of Directors President
Greater Columbia Accountable Community of Health

11/25/2019

Date