

**ORAL HEALTH NEEDS ASSESSMENT AND PLANNING
GRANT APPLICATION**

(Fiscal Year 2012 — July 1, 2011 through June 30, 2012)

In order to streamline the grant application process, the Division of Oral Health has developed several tools to assist with grant submission as well as program planning.

A complete application will include the Illinois Department of Public Health Grant Application form and the Budget forms found at <<http://www.idph.state.il.us/fundop.htm>>.

Two original applications must be received by the Illinois Department of Public Health, Office of Health Promotion, Division of Oral Health, 535 West Jefferson, Springfield, Illinois 62761 **by the close of business on July 19, 2011. The grant applications must have an original signature, therefore, electronic submissions are not allowed.**

INCLUDED IN THIS GUIDANCE PACKET –

- Oral Health Needs Assessment and Planning Grant Application Guidance
- Fact Sheet and Chart
- Section 7 Template
- Link to Grant Application and Budget forms and Budget Justification

**ORAL HEALTH NEEDS ASSESSMENT AND PLANNING
Grant Application Guidance**

(Fiscal Year 2012 — July 1, 2011 through June 30, 2012)

A. Program Description – Adequate for IDPH Application, Section 2

The Oral Health Needs Assessment and Planning Program assists communities to determine oral health status and plan comprehensive oral health programs designed to meet community needs. The Division of Oral Health will provide your agency with training, technical assistance and copies of the Association of State and Territorial Dental Directors (ASTDD) “Seven-Step Model” and the Division of Oral Health Supplemental Guidance. These tools facilitate a systematic data collection and analysis process that translates into an action plan. The process is completed with development of appropriate community intervention strategies and implementation of the action plan. For review for this application, an electronic copy of the Model can be found on the ASTDD Website at www.astdd.org and an electronic copy of the Guidance can be obtained by contacting Stacey Ballweg at the Division of Oral Health at Stacey.Ballweg@illinois.gov.

By the end of the program year, the grantee will establish a comprehensive community-based oral health plan consisting of measurable oral health objectives and intervention strategies.

B. Program Requirements

The applicant must:

- Complete an Oral Health Needs Assessment and Plan using the ASTDD: Seven-Step Model and the Division of Oral Health Supplemental Guidance and Worksheets.
- Form a community planning group.
- Review oral health data.
- Translate oral health data into measurable oral health objectives and formulate intervention strategies.
- Submit to the Division of Oral Health, all appropriate worksheets found in the Seven Step Manual/Supplemental Guidance, community objectives, and oral health plan.

C. Payment Methodology

The Department will pay the Grantee \$1,000 upon completion of the project and Department acceptance of the Oral Health Needs Assessment and Plan using the ASTDD “Seven-Step Model” and Division of Oral Health Supplemental Guidance.

Payment to the grantee shall be made on a fee-for-service basis. The grantee shall submit to the Division of Oral Health, by the end of the program year, all appropriate worksheets from the model, community objectives and oral health plan and a Reimbursement Certification Form. After Department review and approval, a state of Illinois Invoice Voucher shall be prepared and processed through the Office of the State Comptroller for payment to the grantee.

D. Application

Illinois Department of Public Health Application for Public Health Grant (attached).

F. Source of funds

Maternal and Child Health Services Block Grant

H. Contact:

For additional information, please contact Ms. Julie Ann Janssen at 217.785.4899 or e-mail at [<Julie.Janssen@illinois.gov>](mailto:Julie.Janssen@illinois.gov).

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**Illinois Department of Public Health
Division of Oral Health
535 West Jefferson Street
Springfield, IL 62761**

ORAL HEALTH NEEDS ASSESSMENT & PLANNING

**Association of State & Territorial Dental Directors (ASTDD)
SEVEN-STEP MODEL**

**Illinois Department of Public Health, Division of Oral Health
SUPPLEMENTAL GUIDE**

Why Oral Health Needs Assessment & Planning?

Your oral health program will best meet the needs of your community when it is tailored to match current needs and to solve current health problems. Resources are best used when targeted to populations currently at risk, rather than toward established programs or localities with a past incidence or prevalence of disease.

most effectively match your program's capabilities and oral health goals.

The model relies on a systematic data collection and analysis process that is translatable to an action plan. Oral health needs assessment in your community will provide valuable data which can help determine, establish and adapt services and programs to best serve community needs.

About the Seven-Step Model & Supplemental Guide

If carried out properly, the model and guide will help educate your community about the importance of oral health and build community capacity to address the identified oral health needs.

The Seven-Step Model and Supplemental Guide are assessment and planning tools tailored specifically to determine oral health needs and develop a comprehensive community-based oral health plan. When used effectively, the process provides integrated information about health status, the existing health system and health resources.

The model and guide incorporate risk assessment methods to assist in identifying individuals or groups who are at risk for poor oral health.

Just as you do not need to read the entire cookbook to prepare a meal, you don't have to use the entire manual to conduct a community oral health needs assessment. Review the set of options and select those tabbed sections that

Step-by-Step with the Seven-Step Model & Supplemental Guide

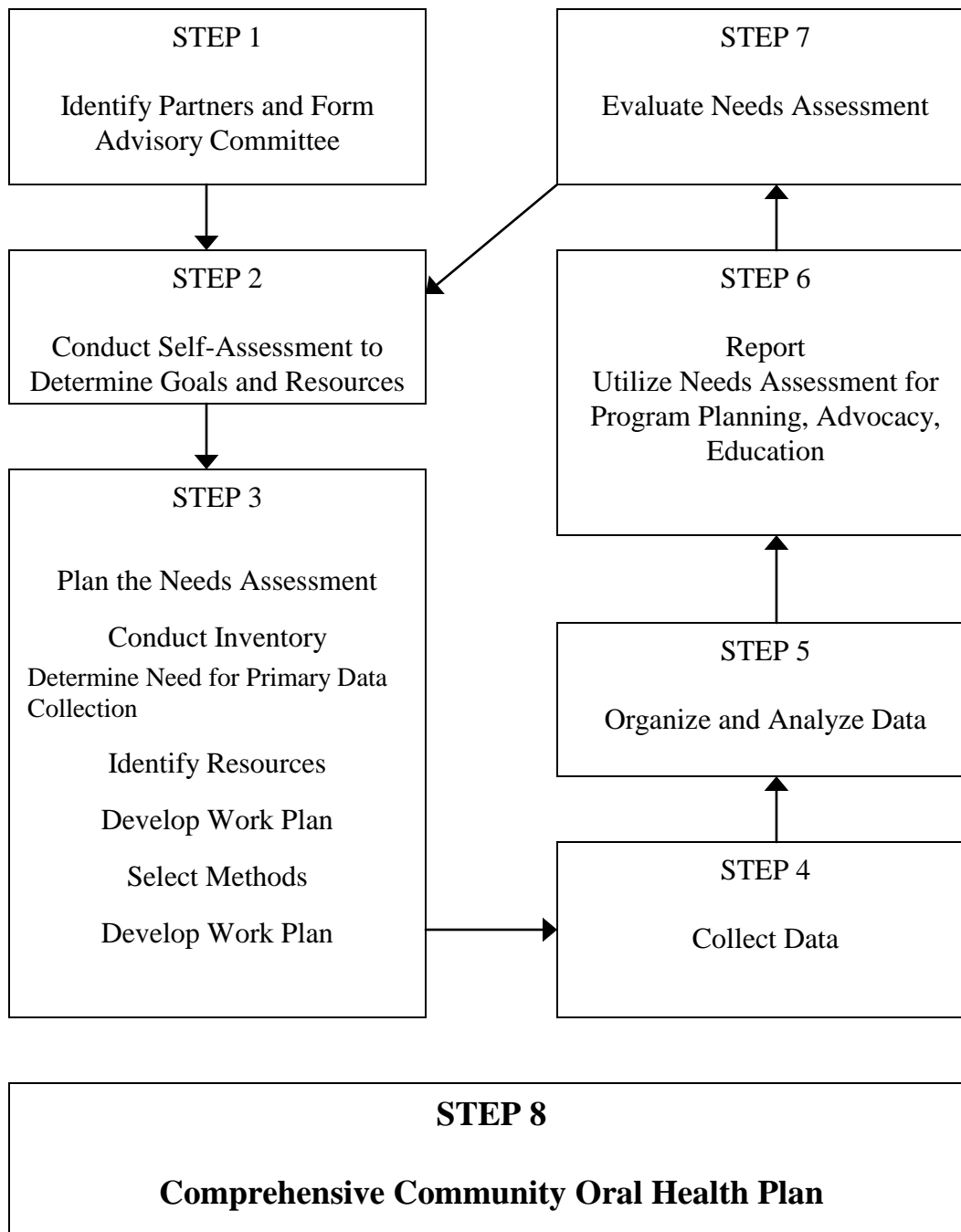
The model & guide provide a step-by-step, logical approach to help you conduct an oral health needs assessment and develop an oral health plan. It is based on a large-scale consensus-building process involving a number of diverse key stakeholders. Involving a community planning group is critical to the success of your needs assessment and plan.

At the heart of this model is a core set of information that all oral health programs should include as well as optional information items.

For More Information Contact:

Illinois Department of Public Health
Division of Oral Health
535 West Jefferson Street
Springfield, Illinois 62761
217.785.4899

Model Oral Health Needs Assessment



Section 7. Grant Scope of Work - TEMPLATE Oral Health Needs Assessment and Planning Grant

Detailed Description —

The Oral Health Needs Assessment and Planning Program assists communities to determine oral health status and plan comprehensive oral health programs designed to meet community needs. The Division of Oral Health provides agencies with training, technical assistance and copies of the Association of State and Territorial Dental Directors (ASTDD) “Seven-Step Model” and the Division of Oral Health Supplemental Guidance. These tools facilitate a systematic data collection and analysis process that translates into an action plan. The process is completed with development of appropriate community intervention strategies and implementation of the action plan.

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Expected Outcomes and how outcomes will be measured (Oral Health Needs Assessment and Planning Grant) —

Grantee will engage community partners and form a community planning group.

- Division of Oral Health staff reviews all documents submitted by the grantee.

Grantee will develop a community-specific comprehensive oral health improvement plan.

- Division of Oral Health staff reviews all documents submitted by the grantee.

List of Goals —

To create a comprehensive community-specific oral health plan.

Proposed Timeline —

[Insert your agency’s timeline.]

An electronic copy of the Illinois Department of Public Health Grant Application Form can be found at <http://www.idph.state.il.us/pdf/GrantApplicationStandardizedForms.pdf>. Electronic copies of the Budget forms can be found at http://www.idph.state.il.us/pdf/Budget%20Forms_DRAFT.xls.

Budget and Justification

Use of Funds

All grant funds must be used for the sole purposes set forth in the grant proposal and application and must be used in compliance with all applicable laws. Grant funds may not be used as matching funds for any other grant program. Use of grant funds for prohibited purposes may result in loss or recovery of grant funds. To be reimbursable under an IDPH/Office of Health Promotion Grant Agreement, expenditures must meet the following under general criteria:

- Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the overall responsibilities of the local health department.
- Be authorized or not prohibited under federal, state or local laws or regulations.
- Conform to any limitations or exclusions set forth in the applicable rules, program description or grant agreement.
- Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
- Not be allocable to or included as a cost of any state or federally financed program in either the current or a prior period.
- Be net of all applicable credits.
- Be specifically identified with the provision of a direct service or program activity.
- Be an actual expenditure of funds in support of program activities, documented by check number and/or internal ledger transfer of funds.

Examples of allowable costs include the following: This is not meant to be a complete list, but rather specific examples of items within each line item category.

Personal Services:

- Gross salary paid to agency employees directly involved in the provision of program services.
- Employer's portion of fringe benefits actually paid on behalf of direct services employees; examples include FICA (social security), life/health insurance, Workers Compensation insurance, Unemployment insurance and pension/retirement benefits.

Contractual Services

- Conference registration fees
- Contractual employees (requires prior program approval)
- Postage, postal services, UPS or other carrier costs
- Software for support of program objectives
- Subscriptions
- Training and education costs

Note: Payments (or pass-through) to subcontractors or subgrantees are to be shown in the Contractual Services section - all subcontracts or subgrants require an attached detail line item budget supporting the contractual amount.

Travel (in accordance with State Travel Control Regulations)

- Mileage (at \$0.51, state rate unless specifically noted otherwise)
- Lodging
- Per diem and meal costs

Commodities (Supplies)

- Office supplies
- Medical supplies
- Educational and instructional materials and supplies, including booklets and reprinted pamphlets
- Equipment items costing less than \$100 each

Printing (included in Supplies)

- Letterpress, offset printing, binding, lithographing services
- Photocopy paper, other paper supplies
- Envelopes, letterhead, etc.

Equipment (requires prior written approval)

- Items costing over \$100 with useful life of more than one year. Equipment costs shall be limited to 5 percent or less of the total grant award. Equipment costs shall include all freight and installation charges
- Office equipment and furniture
- Allowable medical equipment
- Reference and training materials and exhibits
- Book and films

Telecommunications (included in Contractual Services)

- Telephone services
- Answering services
- Installation, repair, parts and maintenance of telephones and other communication equipment

Unallowable or prohibited uses of grant funds include, but are not limited, to the following:

- Indirect or Administrative Cost Plan Allocations - Normal daily operating expenses may not be billed in any grant issued by the Office of Health Promotion
- Political or religious purposes
- Contributions or donations
- Incentives (This does not include those items that are used to generate visibility for program efforts, increase public awareness, or those that are used to reinforce a positive behavior change)
- Fund raising or legislative lobbying expenses
- Payment of board or non-program related debts, fines, or penalties
- Contribution to a contingency fund or provision for unforeseen events
- Entertainment, food, alcoholic beverages and gratuities
- Membership fees (unless related to program and approved in advance by IDPH)
- Interest or financial payments or other fines or penalties
- Purchase or improvement of land or purchase, improvement or construction of a building
- Equipment in excess of 5 percent of the grant award (unless approved by IDPH)
- Any expenditure that may create conflict of interest or the perception of impropriety