

PERSONAL INFORMATION

Name: Danielle Marks
Primary Phone: 3077776326
E-mail: danielle.marks@wyo.gov
Alternate E-mail: patricia.roloff@wyo.gov

AGENCY INFORMATION

Agency Name: Wyoming Department of Health
Director's Name: Thomas Forslund
Director's E-mail: thomas.forslund@wyo.gov
Director's Phone: 3077776778
Suite 420
State/Territory: Wyoming
City: Cheyenne
Zip: 82002
Website: <https://health.wyo.gov/>
Primary contact Name: Danielle Marks
Primary contact E-mail: danielle.marks@wyo.gov
Primary contact Phone: 3077776326

ORGANIZATIONAL STRUCTURE

Wyoming's Public Health Division (PHD) is interested in being a host site for the Public Health Associate Program (PHAP). PHD is one of four divisions within the Wyoming Department of Health (WDH). WDH divisions include: I) Aging; II) Behavioral Health; III) Healthcare Financing; and IV) Public Health.

I. The Aging Division is committed to providing care, ensuring safety and promoting independent choices for Wyoming's older adults. The division includes five sections: 1) Community Living; 2) Healthcare Licensing and Surveys; 3). Wyoming Pioneer Home; 4) Veterans' Home of Wyoming; and 5) Wyoming Retirement Center.

II. The Behavioral Health Division (BHD) improves the quality of life of Wyoming residents with developmental disabilities, acquired brain injury, mental illness, and/or substance abuse issues. BHD includes four programs: 1) Developmental Disabilities Community Programs; 2) Mental Health and Substance Abuse Services; 3) Wyoming State Hospital; and 4) Wyoming Life Resource Center.

III. The Division of Healthcare Financing administers Wyoming's public healthcare programs. This division includes the following three programs: 1) Wyoming's Medicaid program, 2) Kid Care CHIP (Wyoming's State Children's Health Insurance Program), and 3) Office of Pharmacy Services.

IV. The Public Health Division (PHD) promotes, protects and improves health and prevents disease and injury in the Wyoming population. The PHD Office of the Administrator/State Health Officer oversees the following three large sections and various units under each section: 1) The Community Health Section, contains the following units: Immunization, Maternal and Child Health, Public Health Nursing, Prevention and Health Promotion, and Women, Infants, and Children. 2) The Health Readiness and Response Section is comprised of the following units: Office of Emergency Medical Services, Public Health Emergency Preparedness, and the Rural Health and Frontier Health. 3) Public Health Sciences Section oversees the following units: Chronic Disease and Maternal and Child Health Epidemiology, Communicable Disease, Infectious Disease Epidemiology, and the State Public Health Laboratory.

This application requests an associate to assist with the activities of the Maternal and Child Health (MCH) Unit, a Unit within the Community Health Section of the Public Health Division. The mission of Wyoming MCH is to improve the health and well-being of Wyoming families and communities by supporting public health activities that will benefit the health of mothers, infants, children, youth, and young adults.

The associate will be located within the MCH Unit for the two-year term and will have a cubicle space with computer, printer, and all resources necessary to perform activities assigned. The associate will have the opportunity to work across programs including Women and Infant Health, Child Health, Adolescent Health, Children's Special Health, Newborn Screening and MCH Epidemiology.

Word Count: 439

Is your health department accredited through the Public Health Accreditation Board (PHAB)? No

POPULATION DESCRIPTION

Race:

- Black or African American
- Asian
- White
- Hispanic/Latino
- American Indian or Alaska Native
- Native Hawaiian and Pacific Islander

Sex:

- Female
- Male

Life Stages:

- Children Adolescent and Teens
- Adults
- Seniors (65+)

PUBLIC HEALTH AGENCY STATEMENT

Wyoming's Maternal and Child Health (MCH) Unit receives federal Title V MCH Services Block Grant funding. As a recipient of these federal funds, MCH must report annually on the state's efforts and initiatives to build and strengthen family/consumer partnerships for all MCH populations. Title V defines family/consumer partnership as "the intentional practice of working with families for the ultimate goal of positive outcomes in all areas through the life course. Family engagement reflects a belief in the value of the family leadership at all levels from an individual, community and policy level." (Title V Block Grant Guidance). It is recommended that Title V programs provide an annual update on family/consumer engagement related to the following strategies and activities:

- Advisory Committees;
- Strategic and Program Planning;
- Quality Improvement;
- Workforce Development;
- Block Grant Development and Review;
- Materials Development;
- Advocacy.

MCH's current approach to family/consumer engagement does not address all of the key components of family/consumer engagement listed above. For example, MCH does not have a sustainable MCH parent/family advisory committee in place and does not involve families/consumers in review of materials and publications. MCH has, however, initiated meaningful and potentially sustainable community engagement strategies including (1) the development of a Wyoming Parent Leadership Training Institute (PLTI) program, (2) the development of a Wyoming Youth Advisory Council, and (3) integration of family engagement efforts to address the Wyoming state priority to Promote Preventive and Quality Care for Children and Adolescents:

- (1) PLTI is a parent engagement strategy implemented in four selected communities which equips parents with a "tool kit" of leadership skills for use at multiple levels (e.g. family, community, and state) to ensure positive health and safety outcomes for all Wyoming children.
- (2) The newly developed Wyoming Youth Advisory Council will provide opportunities for youth to be involved in state-level programmatic decision-making impacting youth.
- (3) The Child Health Program partners with Medicaid to increase family-centered care, a component of medical home measured by the National Survey of Children's Health.

While work has begun around family/community engagement, an associate would expand our current work by creating an organizational culture within MCH, WDH and amongst partner organizations that prioritizes family and consumer engagement over the long term, across program areas, and through the methods recommended by Title V in paragraph one.

The PHAP will work within the MCH Unit to develop and implement a sustainable family engagement strategy that provides meaningful opportunities for parents, youth, and families to participate in program planning and improvement activities within MCH, PHD, WDH, and across state agencies.

Year 1 activities will include completion of an environmental scan of intra-agency and inter-agency family engagement needs and opportunities, development of a parent/family leader inventory, implementation of a family engagement training for WDH employees, development of a plan for a sustainable MCH Family and Consumer Advisory Committee, and review of current client satisfaction data collection methods.

Year 2 activities will build off of Year 1 activities and broaden to higher-level community engagement strategies required of the Title V Maternal and Child Health Services Block Grant Needs Assessment process. The PHAP will work closely with MCH and MCH Epidemiology staff to develop a plan for incorporating community-level input into the needs assessment process to inform the MCH Unit's selection of 2021-2025 priorities. The associate will also use lessons learned during Year 1 to help inform a process for soliciting parent/consumer feedback on the development of patient/parent/stakeholder materials and MCH and MCH Epidemiology website content.

Participation in the PHAP process will provide WDH with the benefit of having a new graduate lead the development of an organizational culture both within the MCH Unit and across WDH that prioritizes family and consumer engagement. The MCH Unit lacks current capacity to realize this priority without the additional support that a PHAP would provide.

The benefits to the associate will include a deep understanding of the role of community in the development of state level health department programming. The associate will work with diverse stakeholders including MCH staff, WDH staff, partner agencies/organizations, parents, youth, and community stakeholders on the development of a meaningful and sustainable family/consumer engagement strategy. The associate will also benefit from exposure to data collection methods and applied experience of conducting the early phases of a state-level MCH needs assessment.

Word Count: 735

ASSIGNMENT DETAILS

Program Name: Community health improvement planning
Location (Office Name): Maternal and Child Health Unit
Address: 6101 Yellowstone Rd.
Suite 420
City: Cheyenne
State: Wyoming
Zip: 82002

Associate Activities, Responsibilities, and Deliverables

Activity: Develop an inventory of parent leader volunteers including graduates of the Parent Leadership Institute (PLTI). Searchable inventory will feature skills, training, experience, community projects and interests for each parent/family leader.

End Products: Searchable inventory of parent leader volunteers. This inventory, with parent leader permission, will be shared with WDH and other agencies whose programs require and/or desire more family participation and engagement.

Start Date: 10/1/2017

End Date: 12/1/2017

Level of Responsibility: Lead

Dedicated Resources: The associate will be provided with one-one-one training by the direct supervisor on the Parent Leadership Training Institute (PLTI) and will have access to key informants including past PLTI graduates to inform the completion of this activity.

Competencies: 1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information
8.1 Establishes relationships to improve health in a community (e.g., partnerships, academic colleagues, customers, others)
1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
8.2 Collaborates with community partners to improve health in a community
2.2 Describes the basic public health sciences (i.e., laboratory, epidemiology, surveillance and informatics)

Activity:	Complete an environmental scan of Wyoming Department of Health program-level requirements, goals, and activities related to parent and/or family engagement. If possible, the environmental scan will include other State agencies including but not limited to Department of Family Services, Department of Education, and Department of Workforce Services as well as nonprofit and other non-governmental organizations (e.g. health care, faith-based, community-based, and social services).
End Products:	List of WDH and partner agency parent and family engagement needs and opportunities separated by level of involvement. The list will include family/consumer engagement activities recommended by Title V: Advisory Committees; Strategic and Program Planning; Quality Improvement; Workforce Development; Block Grant Development and Review; Materials Development; Advocacy.
Start Date:	10/1/2017
End Date:	3/1/2018
Level of Responsibility:	Coordinator
Dedicated Resources:	The MCH Unit staff will provide the associate with suggestions on who to contact and interview to complete the environmental scan and will make introductions as required. The associate will record findings using Google Docs and Spreadsheets and share openly with MCH staff.
Competencies:	5.1 Treats others courteously and respectfully 3.1 Identifies information required in the program planning process 8.1 Establishes relationships to improve health in a community (e.g., partnerships, academic colleagues, customers, others) 1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information 6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency 2.6 Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national and global levels 2.5 Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local and territorial public health programs 7.1 Incorporates strategies for interacting with persons from diverse backgrounds 1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information 3.2 Gathers information for evaluating policies, programs and services 5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships 6.2 Communicates information that is clear, current, factual and uses plain language 8.2 Collaborates with community partners to improve health in a community 8.4 Identifies policies, programs and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program) 6.5 Demonstrates active listening skills 6.4 Applies communication and group dynamic strategies in interactions with individuals and groups

Activity:	Research, evaluate for suitability, and create a presentation of family engagement strategies and best-practices. Compare available strategies with engagement needs/opportunities realized through environmental scan and provide recommendations for use by programs. Research and develop a mechanism for engaging stakeholders (including youth, parents, and families) in the selection of family/consumer engagement strategies.
End Products:	Presentation materials Written report and evaluation of strategies/best practices Recommendations including selected strategies paired with program needs
Start Date:	12/1/2017
End Date:	9/1/2018
Level of Responsibility:	Lead
Dedicated Resources:	The associate will be provided access to literature search engines necessary to conduct this research activity. If needed, the associate will interview staff from states/organizations who implement successful family/consumer engagement strategies.
Competencies:	6.4 Applies communication and group dynamic strategies in interactions with individuals and groups 2.6 Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national and global levels 6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency 3.1 Identifies information required in the program planning process 6.2 Communicates information that is clear, current, factual and uses plain language 1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information 6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases) 2.5 Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local and territorial public health programs 8.4 Identifies policies, programs and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program) 3.3 Contributes to implementation of organizational strategic plan 3.2 Gathers information for evaluating policies, programs and services 3.4 Contributes to state/tribal/community health improvement planning

Activity:	Research available training content related to family/consumer engagement that is suitable for state agency employees. Work with Adolescent Health Program Manager to plan an in-person or virtual training on family/consumer engagement and youth engagement including but not limited to content development, recruitment, logistics planning, and evaluation. Pilot the developed family/consumer engagement training to Community Health Section staff. If time allows, spread training to other sections and/or divisions within WDH.
End Products:	The associate will produce a presentation and document success of the training by producing sign-in sheets and evaluation forms. Before use, the associate will seek approval of the presentation, evaluation plan, all evaluation documents, etc.
Start Date:	10/1/2018
End Date:	9/1/2019
Level of Responsibility:	Lead
Dedicated Resources:	The Adolescent Health Program Manager will provide technical assistance for this activity due to her expertise and training in adult learning strategies. The associate will create a virtual presentation to be presented via Powerpoint or Prezi.
Competencies:	5.1 Treats others courteously and respectfully 5.4 Makes decisions focused on desired results 6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency 2.6 Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national and global levels 3.1 Identifies information required in the program planning process 5.3 Elicits and applies feedback to build professional skills and competencies 6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases) 7.1 Incorporates strategies for interacting with persons from diverse backgrounds 2.5 Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local and territorial public health programs 3.2 Gathers information for evaluating policies, programs and services 5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships 6.2 Communicates information that is clear, current, factual and uses plain language 6.4 Applies communication and group dynamic strategies in interactions with individuals and groups 8.4 Identifies policies, programs and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program) 6.5 Demonstrates active listening skills 8.3 Serves as public health ambassador 5.5 Uses the chain of command to address risks, issues or concerns

Activity:	Review current methods utilized for client input, particularly client satisfaction surveys for the Public Health Nursing (PHN) and the Women, Infant, and Children's (WIC) programs and a survey of Parent Partner program participants. Determine potential improvements to methods based on parent/client engagement literature and processes. Present potential changes to respective programs and work to implement while meeting the goals of the program. Develop, collect, analyze, and present data to programs for PHN and WIC client satisfaction surveys.
End Products:	Updated surveys, collected results, and final report analyzing results. Products will be completed for both the PHN and WIC surveys.
Start Date:	1/1/2018
End Date:	8/1/2018
Level of Responsibility:	Team Member
Dedicated Resources:	The MCH Epidemiology staff will provide direct technical assistance (TA) to the associate as needed. One-on-one training and TA on survey development, data collection, evaluation, and data analysis will be provided before and throughout completion of this activity. The associate will have access to any software required for this activity including but not limited to Survey Monkey and statistical software programs.
Competencies:	5.4 Makes decisions focused on desired results 5.1 Treats others courteously and respectfully 6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency 3.1 Identifies information required in the program planning process 5.3 Elicits and applies feedback to build professional skills and competencies 1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information 6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases) 1.3 Synthesizes public health information to accurately assess problems 3.2 Gathers information for evaluating policies, programs and services 1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information 7.1 Incorporates strategies for interacting with persons from diverse backgrounds 5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships 6.2 Communicates information that is clear, current, factual and uses plain language 1.6 Defends decisions using logic as well as qualitative and quantitative data

Activity:	Review current literature and materials (paper or web-based) produced by MCH for parents, families and the general public. Design process for review of publications by parents and families to ensure utilization of appropriate messaging based on family engagement literature and best practices from other states. Work with program staff to identify a pilot publication to test process. Identify potential improvements and finalize the process. Use developed process to inform improvements to MCH and MCH Epi webpages.
End Products:	Formal process for review of publications (including web content) by parents and families to ensure appropriate messaging. One publication that has undergone the process. One example is development of a standard language for a MCH/home visiting brochure that could be shared with all 23 counties who deliver home visiting and MCH services.
Start Date:	10/1/2018
End Date:	9/1/2019
Level of Responsibility:	Coordinator
Dedicated Resources:	The associate will have access to all MCH publications (new and old) for potential review. The associate will have access to the webpage development system as needed.
Competencies:	5.4 Makes decisions focused on desired results 5.3 Elicits and applies feedback to build professional skills and competencies 6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency 5.5 Uses the chain of command to address risks, issues or concerns 8.1 Establishes relationships to improve health in a community (e.g., partnerships, academic colleagues, customers, others) 5.1 Treats others courteously and respectfully 6.5 Demonstrates active listening skills 5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships 6.2 Communicates information that is clear, current, factual and uses plain language 7.2 Recognizes the ways diversity influences policies, program and the health of a community 7.4 Develops and maintains relationships with diverse partners to improve population-based health 8.2 Collaborates with community partners to improve health in a community
Activity:	Develop an inventory of youth-serving professionals trained by the Adolescent Health Program in youth engagement. Searchable inventory will feature skills, training, experience, and interests for each youth-serving professional partners. The inventory will be used to advance the development of the Wyoming Adolescent Health Partnership and the Wyoming Youth Advisory Council.
End Products:	Searchable internal inventory of youth-serving professionals trained in youth engagement.
Start Date:	1/1/2018
End Date:	3/1/2018
Level of Responsibility:	Team Member
Dedicated Resources:	The associate will work closely with the Adolescent Health Program Manager on this activity.
Competencies:	1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information 8.2 Collaborates with community partners to improve health in a community 8.4 Identifies policies, programs and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program) 1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

Activity:	Develop and begin implementation of workplan to engage stakeholders, in particular families and consumers, in the completion of a required MCH needs assessment, strategic planning and implementation of activities/strategies to address identified needs. The workplan should include a plan for launching a sustainable and purposeful MCH Family and Consumer Advisory Committee.
End Products:	Workplan for engaging stakeholders in MCH activities including needs assessment, strategic planning, block grant review, and development of an MCH consumer advisory committee.
Start Date:	10/1/2018
End Date:	9/1/2019
Level of Responsibility:	Team Member
Dedicated Resources:	The associate will begin Year 2 with the completion of trainings on needs assessment processes and will use what was learned during Year 1 trainings on parent engagement to complete this task. Both MCH and MCH Epi staff will provide direct support in the development of this workplan; thus, the associate is listed as a 'team member' for this task.
Competencies:	8.1 Establishes relationships to improve health in a community (e.g., partnerships, academic colleagues, customers, others) 5.4 Makes decisions focused on desired results 6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency 7.3 Uses cultural and social aspects to increase an intervention's effectiveness 3.3 Contributes to implementation of organizational strategic plan 1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information 6.4 Applies communication and group dynamic strategies in interactions with individuals and groups 1.1 Monitors health risks and factors affecting the community 3.1 Identifies information required in the program planning process 6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases) 1.3 Synthesizes public health information to accurately assess problems 2.5 Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local and territorial public health programs 7.1 Incorporates strategies for interacting with persons from diverse backgrounds 1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information 7.2 Recognizes the ways diversity influences policies, program and the health of a community 7.4 Develops and maintains relationships with diverse partners to improve population-based health 2.4 Incorporates public health informatics practices and procedures 2.6 Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national and global levels 1.2 Uses data that is valid and reliable for assessing the health of a community 5.1 Treats others courteously and respectfully 2.1 Applies knowledge of various approaches to improving population-based health 8.2 Collaborates with community partners to improve health in a community 8.4 Identifies policies, programs and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program) 3.2 Gathers information for evaluating policies, programs and services 3.4 Contributes to state/tribal/community health improvement planning 5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships 6.2 Communicates information that is clear, current, factual and uses plain language 1.6 Defends decisions using logic as well as qualitative and quantitative data 5.5 Uses the chain of command to address risks, issues or concerns 6.5 Demonstrates active listening skills 8.3 Serves as public health ambassador 5.3 Elicits and applies feedback to build professional skills and competencies

Activity:	Work with MCH Epidemiology to collect data required for needs assessment and priority selection. Collect data from national, state, and local data sources. With MCH Epi, compile and organize data for presentation to stakeholders and communities.
End Products:	Presentations for stakeholders and communities on potential priorities/community needs. Final data product (potentially data books).
Start Date:	12/1/2018
End Date:	9/1/2019
Level of Responsibility:	Team Member
Dedicated Resources:	The associate will receive training on needs assessment processes and data collection methods from MCH Epi.
Competencies:	5.4 Makes decisions focused on desired results 6.4 Applies communication and group dynamic strategies in interactions with individuals and groups 2.6 Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national and global levels 1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information 3.1 Identifies information required in the program planning process 6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases) 5.5 Uses the chain of command to address risks, issues or concerns 1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information 2.5 Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local and territorial public health programs 1.2 Uses data that is valid and reliable for assessing the health of a community 5.1 Treats others courteously and respectfully 7.1 Incorporates strategies for interacting with persons from diverse backgrounds 8.2 Collaborates with community partners to improve health in a community 5.3 Elicits and applies feedback to build professional skills and competencies 1.3 Synthesizes public health information to accurately assess problems 5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships 6.2 Communicates information that is clear, current, factual and uses plain language 6.5 Demonstrates active listening skills 8.3 Serves as public health ambassador

Activity:	Develop communication plan to connect and utilize youth, parent, and family leader voice in policy and program decisions within MCH and WDH. Communication plan will include linking stakeholders to a developed inventory of family/consumer engagement opportunities.
End Products:	Communication plan
Start Date:	8/1/2018
End Date:	12/1/2018
Level of Responsibility:	Lead
Dedicated Resources:	The associate will receive direct support from the primary supervisor for this activity. The activity links Year 1 activities including the environmental scan and inventory of parent leaders.
Competencies:	8.1 Establishes relationships to improve health in a community (e.g., partnerships, academic colleagues, customers, others) 7.4 Develops and maintains relationships with diverse partners to improve population-based health 6.4 Applies communication and group dynamic strategies in interactions with individuals and groups 5.4 Makes decisions focused on desired results 5.1 Treats others courteously and respectfully 6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency 4.2 Adheres to laws, regulations, policies and procedures for ethical public health practice 3.4 Contributes to state/tribal/community health improvement planning 1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information 5.5 Uses the chain of command to address risks, issues or concerns 2.1 Applies knowledge of various approaches to improving population-based health 5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships 6.2 Communicates information that is clear, current, factual and uses plain language 6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases) 7.1 Incorporates strategies for interacting with persons from diverse backgrounds 5.3 Elicits and applies feedback to build professional skills and competencies

Activity: Develop an evaluation plan to evaluate effectiveness of youth, parent, and family engagement. Plan will address the number and type of meaningful partnerships developed between parents and programs as well as qualitative information regarding the ways in which parents/consumers contribute to the following key elements of engagement:
Advisory Committees;
Strategic and Program Planning;
Quality Improvement;
Workforce Development;
Block Grant Development and Review;
Materials Development;
Advocacy.

End Products: Evaluation plan

Start Date: 12/1/2018
End Date: 9/1/2019
Level of Responsibility: Lead
Dedicated Resources: MCH Epi will provide technical assistance and support for this task.
Competencies: 6.4 Applies communication and group dynamic strategies in interactions with individuals and groups
5.4 Makes decisions focused on desired results
2.4 Incorporates public health informatics practices and procedures
6.1 Communicates in writing and orally to target audience with linguistic and cultural proficiency
8.1 Establishes relationships to improve health in a community (e.g., partnerships, academic colleagues, customers, others)
1.2 Uses data that is valid and reliable for assessing the health of a community
5.1 Treats others courteously and respectfully
1.6 Defends decisions using logic as well as qualitative and quantitative data
6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases)
1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information
4.2 Adheres to laws, regulations, policies and procedures for ethical public health practice
5.2 Exercises initiative, persistence, tact and resourcefulness in establishing and continuing work relationships
6.2 Communicates information that is clear, current, factual and uses plain language
1.5 Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
2.1 Applies knowledge of various approaches to improving population-based health
6.5 Demonstrates active listening skills
3.3 Contributes to implementation of organizational strategic plan
5.3 Elicits and applies feedback to build professional skills and competencies

Planned Trainings for Associates to Complete

Training Name: New Employee Orientation
Training Type: Classroom
Brief Description: A training to orient a new team member on the culture, divisions and policies of the organization.
Target Start Date: 10/2017
Target Completion Date: 11/2017

Training Name: Unlocking the Mysteries of the Adolescent Brain
Training Type: Classroom
Brief Description: Training develops an understanding of brain development, strengths-based communication, effects of trauma on adolescents, and developmental tasks of adolescents and young adults.
Target Start Date: 10/2017
Target Completion Date: 12/2017

Training Name: National Parent Leadership Institute Think Tank on Family Leadership
Training Type: Classroom
Brief Description: Opportunity to discuss and share insights from urban, rural, suburban PLTI settings. Attendees will share across language and culture, the implications of parent leadership in diverse communities, programs and policies.
Target Start Date: 7/2018
Target Completion Date: 12/2018

Training Name: HIPAA
Training Type: E-Learning
Brief Description: All staff members are required to take the Wyoming Department of Health Health Insurance Portability and Accountability Act of 1996 (HIPAA) training.
Target Start Date: 10/2017
Target Completion Date: 11/2017

Training Name: MCH 101
Training Type: E-Learning
Brief Description: MCH 101 is a virtual learning bundle provided by MCH Navigator. MCH 101 offers the building blocks critical to an overall orientation to the field of MCH.
Target Start Date: 10/2017
Target Completion Date: 12/2017

Training Name: Selected Family Engagement trainings from MCH Navigator
Training Type: E-Learning
Brief Description: Including but not limited to: Family Advocacy and Involvement in Title V Programs, Increasing Meaningful Partnerships between Families and MCH Partnerships, and Promoting Family Engagement and Involvement
Target Start Date: 10/2017
Target Completion Date: 12/2017

Training Name: Selected Needs Assessment trainings from MCH Navigator
Training Type: E-Learning
Brief Description: Including but not limited to:
Being Effective in Public Health: Public Health Planning Process: Key to a Useful Needs Assessment,
Analytic Approaches for Needs Assessment I: Methods for Summarizing Data,
Title V Five Year Needs Assessment Training,
Title V Five Year Needs Assessment Training: Part 2: Nuts and Bolts on Using Data
Target Start Date: 8/2018
Target Completion Date: 12/2018

Training Name: Public Health Division Trainings on public health core competency areas
Training Type: Multiple methods
Brief Description: The Public Health Division conducts annual training assessments of personnel and provides recommended trainings to all staff based on the results. Additional training based on the core competencies for public health will be offered each year of the associate's term in Wyoming. Trainings will be in classroom and on line.
Target Start Date: 10/2017
Target Completion Date: 9/2019

Special Requirements

Drivers License Required: Yes
Personal Vehicle Required: Yes

Supervisor information

Name: Charla Ricciardi
Phone: 3077773733
Alternate Phone:
E-mail: charla.ricciardi@wyo.gov
Primary Supervisor: Yes

Describe supervisor's supervisory and mentoring experience:

Charla Ricciardi has extensive experience in Maternal and Child Health and parent leadership and engagement. She is the Child Health Program Manager and Wyoming Parent Leadership Training Institute (PLTI) Director. In the last six years, through PLTI, over 120 parent leaders have been trained at one of five sites across Wyoming. In addition to her most recent position as Child Health Manager, Mrs. Ricciardi has served as the Early Childhood Comprehensive Systems Grant Manager, Children with Special Health Needs Director and Interim MCH Director. The PHAP Associate would highly benefit from working closely with Mrs. Ricciardi and the rest of the MCH Unit, including the Adolescent Health Program Manager and the MCH Epidemiology Unit staff, because he/she would gain experience working cross program/agency in addition to participating in the Title V MCH Services Block Grant needs assessment process.

Describe how supervisor will provide direct supervision and on-the-job training:

Charla Ricciardi will provide direct supervision and on-the-job training by first assessing the associate's baseline competencies related to Maternal and Child Health and Core Competencies for Public Health Professionals in order to prioritize training and mentorship opportunities. Charla will rely on MCH Unit staff members as well as content experts outside of the Unit to provide needed training to the associate. The associate will be expected to check in with their direct supervisor daily and participate in at least weekly planning sessions where the associate will have an opportunity to report on activity progress, discuss barriers and needed resources, and receive constructive feedback, direction, and mentorship. At the beginning of the PHAP assignment, the associate and Charla will discuss schedules and communication methods. Charla will be available in-person or by phone/e-mail during business hours and if Charla is unavailable, a back-up supervisor will be identified in advance.

List the primary duties and responsibilities of the supervisor:

Charla Ricciardi serves as the MCH Child Health Program Manager. This program focuses on improving the health, safety, and well-being of children ages 1-11 in Wyoming. As determined through the recent MCH Needs Assessment and strategic planning processes, Child Health activities focus on Unintentional Injury, Physical Activity, and Quality Care. The Child Health Program Manager oversees contracts and activities/strategies identified to improve child health in these identified areas. In addition, the Child Health Program Manager sits on the Governor's Early Childhood State Advisory Council, Wyoming Safe Kids Board, the Wyoming Child Care Certification Board and numerous internal work groups.

List any other staff that will be providing ongoing guidance and assistance related to the PHAP associate's activities:

The associate will have the opportunity to work with all MCH Unit staff and MCH Epidemiology staff as parent and family engagement strategies cut across all MCH programs and activities. The associate will work closely with the MCH Unit's Adolescent Health Program Manager, Shelly Montgomery-Barth, on topics related to youth engagement and with the MCH Epidemiology Program Manager, Amy Spieker, on topics related to client satisfaction survey improvement, program evaluation, and program needs assessment processes. Direct supervision and content expertise and mentorship related to parent and family engagement will be provided by Charla Ricciardi, Child Health Program Manager.

Name: Shelly Montgomery-Barth
Phone: 3077778225
Alternate Phone:
E-mail: danielle.marks@wyo.gov
Primary Supervisor: No

Describe supervisor's supervisory and mentoring experience:

Shelly Montgomery-Barth has extensive experience in clinical nursing, community health, and maternal and child health. In her current role as the Adolescent Health Program Manager, Shelly provides direct supervision of a Benefits and Eligibility Specialist. During the 2014-16 Public Health Associate Program (PHAP), Shelly provided direct supervision for Year 2 of an associate's time here at the Wyoming Department of Health, Public Health Division. Shelly's exceptional communication and mentorship skills and her passion for youth engagement make her an ideal fit for providing secondary supervision to an associate assigned to the Maternal and Child Health Unit in 2017.

Describe how supervisor will provide direct supervision and on-the-job training:

Shelly Montgomery-Barth will provide secondary direct supervision and on-the-job training when Charla Ricciardi is unavailable. Shelly will provide technical expertise on activities related to adolescent health and youth engagement and will work directly with the associate to plan an in-person or virtual training on family/consumer engagement and youth engagement.

List the primary duties and responsibilities of the supervisor:

Shelly Montgomery-Barth serves as the Adolescent Health Program Manager, Wyoming Personal Responsibility and Education Program (PREP) Principal Investigator, and Wyoming Rape Prevention and Education Program (RPE) Principal Investigator. The Adolescent Health Program, under Shelly's leadership, focuses on improving the physical, emotional, and reproductive health outcomes for Wyoming adolescents (12-24 years old) through implementation of evidence-based strategies. Shelly provides leadership and support for the design, implementation, and evaluation of state and local policies and programs that address the health needs of adolescents. Shelly's work focuses on two key Title V priorities: (1) promote healthy and safe relationships for adolescents and (2) promote preventive and quality care for adolescents. Shelly trains providers on current evidence-based practice models for adolescent communication, assessment, transition, and youth friendly practices with the goal of increasing immunization rates, adolescent well visits, Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) visits, and satisfaction of families of youth with special health care needs with transition services.

List any other staff that will be providing ongoing guidance and assistance related to the PHAP associate's activities:

The associate will have the opportunity to work with all MCH Unit staff and MCH Epidemiology staff as parent and family engagement strategies cut across all MCH programs and activities. Primary direct supervision and content expertise and mentorship related to parent and family engagement will be provided by Charla Ricciardi, Child Health Program Manager.