Innovations in Quality Public Health Laboratory Practice
CLIA Training Funding
An APHL Laboratory Systems and Standards and Professional Development Collaborative
Request for Proposals (RFP)

INTRODUCTION:
The Association of Public Health Laboratories (APHL), with funding support from the Centers for Disease Control and Prevention (CDC), is pleased to again offer funds for training development to APHL Member Laboratories to develop and deliver training on CLIA related topics and/or quality management systems to clinical and/or physician office laboratory staff. This training project relates to the Innovations in Quality Public Health Practice program, in particular to the previously identified study questions of “What quality systems ensure public health quality?” and “What does the ideal public health system look like?” Products from the focused study on these areas will ultimately benefit the public’s health. The examples listed are below are not inclusive, all related topics will be considered.

Proposed training projects should be targeted for clinical or physician office laboratories and address one or more of the topics below:

- Developing and delivering waived testing training for POLs
- Developing and delivering training on a CLIA related topic such as proficiency testing, competency training, validation studies, etc.
- Delivering training using tools already available, such as CDC’s “Ready? Set? Test?” or “To Test or Not To Test” materials (found on the CDC web site) or APHL’s Bench aids (found on APHL’s website)
- Developing tools for preparing for a CLIA inspection
- Developing and delivering training for quality management systems (QMS)
- Recipients from past awards may submit a proposal to further develop or expand projects from previous years.

Funding Support:
Up to $15,000 will be provided for identified recipient to help defray costs associated with the training project based upon an approved budget submitted with the application. The Association of Public Health Laboratories plans on funding a minimum of 4 training projects, which will be based on the total amount of funding available. The project duration is from award date (estimated at October 15, 2014) through June 1, 2015, when final reports are due. Funds provided through this RFA may not be used to support a current staff member in whole or part; but contractors or consultants may be hired to complete the project. All consultant activities must be described in the budget justification.

PROJECT REQUIREMENTS
The applicant must complete the following activities during the project period:

a. Complete all milestones as outlined in proposal, any changes to milestones or project must be approved by APHL.

b. Submit progress on meeting milestones through APHL’s electronic reporting site, SharePoint. The milestone progress reporting schedule is: Milestone Report 1 due by January 15, 2015, report 2 due by on March 1, 2015 and the final written report due on June 1, 2015 and must contain the following:
   - Whether the milestones were completed and how (Do not recap project description)
c. Final project report due June 1, 2015 must contain the following:
   - Was the project changed in any way from the initial proposal, please explain why these changes occurred and what impact if any did they have on the project?
   - How many participants either used the product or attended the training(s)?
   - What participants liked and disliked about the format of the training?
   - Did participants find the information useful?
   - What impact did the project have on their knowledge of the practices addressed?
   - How did the participants used (or plan to use) the information gained in their laboratory practice?
   - If the information was helpful in making changes to laboratory practices and impact over time of the changes made.
   - Will your laboratory sustain the project and if so how?
   - Discuss participants’ pre and post test results and its implications relative to knowledge transfer.
   - Were there gaps in the overall project that had not been anticipated? If so what were they?
   - Lessons learned by trainers or course developers

d. All training materials developed with these funds become the property of APHL and must be posted on APHL’s member resource center (MRC) for use by other public health laboratories.

e. Consider submitting a proposal for a presentation or poster on the project progress at the 2015 APHL Annual Meeting, May 18-21, 2015 or other pre-approved conference project funds,(up to $1,500 per trip can be budgeted toward travel costs) or as written manuscript for potential publication.

f. All changes to the project, milestones or budget must be submitted for approval before any changes are made; any changes not pre-approved could result in forfeiture of funding.

APPLICATION REQUIREMENTS

Please adhere to the following outline in preparing your application. The application should be no longer than 10 double-spaced pages not including supporting documentation (such as letters of support). To maximize the score of the proposal, be sure to verify that the proposal contains all elements that are listed in the scoring criteria on page 4.

1. **Project Description** *(Not to exceed 1 page)*
   Describe the project and explain how or why it is considered a CLIA related training event, list the training modality or modalities, potential audience and include 1-3 with measurable learning objectives that the training event will meet.

2. **Project Specific Methodology** *(Not to exceed 4 pages)*
   Describe in detail how the laboratory staff or consultant or partnering agency would be used to carry out the project. Outline project steps, identify materials and methods required for project completion, expected outcome and provide a detailed timeline of activities. Be sure all partners are listed. Applicants are welcome to provide
letters of support from partners such as hospital/independent laboratories, county or local health departments, professional laboratory organizations or academic partners (these letters should be attached to the application in an appendix).

3. **Evaluation — (Not to exceed 2 pages)**
   Describe how the effectiveness and impact of the training or training tool will be measured and evaluated, also if delivering training; include what type of evaluation and/or pre and post testing will be used. In addition, in order for APHL to track and measure the progress of the project, include three to five measurable milestones to be met on January 15 2015, March 1, 2015 and June 1, 2015.

4. **Budget and Justification — (Not to exceed 3 pages)**
   Up to $15,000 in direct support will be available. The use of such funding must be detailed in the application with justification of why the funds are used. Note: if any meals are provided, cost per person, including all taxes and fees, may not be in excess of the Federal per diem rate for that location. All in-kind services to be provided are to be listed (to include staff time and other resources provided by the public health laboratory or partnering organization).

**APPLICATION and PROGRAM DEADLINES**

**Application Deadlines:**
A complete application is to be submitted through email to reginald.richardson@aphl.org by 5:00 PM ET on **September 30, 2014**. Applications will be reviewed with decisions and notifications by October 15, 2015 (funding dependent). Please be sure to check the scoring criteria on the next page to be sure that your proposal has all recommended information so that points are not deducted for not providing complete information in all scoring areas.

Please note; APHL is not responsible for lost or misdirected submissions. A confirmation email of receipt of submission will be sent to submitters. If you do not receive this confirmation within three days of submission, please contact Reggie Richardson at 240-485-2738 to ensure your application was delivered correctly.

**Project Deadline:**
Each milestone and status report must be completed by the due date and a final report submitted by **June 1, 2015**.

**CONTACT INFORMATION**

The contact persons for this project, listed below, will assist prospective participants with questions about this proposal:

Karen Breckenridge, MBA, MT(ASCP)  Cathy Johnson, MA, MT(ASCP)
Director of Quality Systems  Manager, NLTN Program
email: karen.breckenridge@aphl.org  email: catherine.johnson@aphl.org
RFP Evaluation/Scoring Criteria

Application Evaluation

Applications for each activity will be evaluated individually against the specific criteria listed below.

Project description and submission - (25 points)
Does the applicant’s project description demonstrate an understanding of how their project relates to meeting CLIA requirements? Is the modality suitable for the projected audience? Are all components of the RFP addressed? Did the submitter stay in the page limit?

Project specific methodology goals and objectives – (30 points)
Is the methodology given for the project appropriate? Are measureable goals for the success of the project clearly written? Are measureable training objectives present (what the learner should come away with after successfully completing the training)? If collaborating with others, are roles clearly defined?

Program Evaluation/Timeline - (25 points)
Is there a plan for evaluating the effectiveness of the training activity? Are the described evaluation metrics appropriate for the project? Are the described milestones measurable and appreciate to gauge progress of the project? Is the timeline for completion of the project reasonable?

In-kind support – (10 points)
Does the described project have an adequate and reasonable allocation of program staff to carry out recipient activities, including the number, qualifications, duties and responsibilities, and time allocation of the proposed staff?

Budget and Justification - (10 points)
Is the budget realistic and reasonable?

Please note your application may be disqualified if you do not follow all instructions

- Suggestions for a Successful Application
  - Submit a double spaced application
  - Stay within the page limitations
  - Be sure to clearly state which the training relates to CLIA
  - Describe how the project is transferable to other public health laboratories
  - Develop a realistic budget
  - Define who the partners or collaborators are
  - Be specific when describing in-kind support

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