



Instructions for Completing the SHIP Partnership Affiliation Application

Thank you for your interest in becoming a State Health Improvement Plan (SHIP) Affiliated Partnership. Completing the Pennsylvania SHIP Partnership Affiliation Application is the first step in joining a statewide effort that focuses on using local information, resources and expertise to address local needs and, therefore, improve the health of all Pennsylvanians.

Pennsylvania Department of Health (PADOH) staff are available to answer questions about the application and the process. Applications are assessed by a SHIP review committee during a conference call with partnership representatives within a month after receipt of a complete affiliation application. During the call, the committee identifies the strengths of the Partnership and may provide recommendations for improvement. The Partnership may be asked to provide background information or provide clarification. Occasionally, the committee may request additional information before endorsing affiliation. The recommendation is then forwarded to the Deputy Secretary of Health Planning and Assessment for consideration and final approval. The Deputy Secretary issues a letter and certificate announcing the Partnership as a SHIP Affiliated Partnership.

At first glance, this affiliation application and process may seem rather lengthy. While partnerships differ based on the specific needs of their respective communities, a successful partnership has likely addressed the items listed in this application when building its structure, focus and membership – thereby increasing the likelihood of its growth and long term success. Additionally, the information assembled for this application can be used in activities such as grant writing, community presentations and in the planning and evaluation of the Partnership's initiatives.

The following instructions are presented in sections corresponding to the application and provide reasoning and/or clarification for the information requested. The application may be completed as a hard copy or electronically. For the electronic version, type the Partnership's information in the designated areas (will expand); to check the appropriate boxes, double click on the box, then click "checked." At any point, you can save the document and/or print. In either version, if additional space is needed, use a separate sheet of paper and identify the question number.

I. Partnership Information/ Service Area

In this section, provide general information regarding the Partnership:

- A. Name of the Partnership and acronym.
- B. Contact person and information for the Partnership.
- C. Length of time the Partnership has been organized and operating. There is no minimum amount of time that a partnership must be operating for it to become affiliated.
- D. Describe the Partnership's geographical service area -- the area targeted for its community efforts. If an entire county, or more than one county, is served, list the county/counties. When a portion of a county is served, specify how the geographic area is identified, as in listing the townships or zip codes served.
- E. The demographic breakdown of the Partnership's service area is a key element when addressing health improvement/equity for all. Disparity groups are often identified by age, disability, gender, geographic location, income/education, race/ethnicity (including growing immigrant populations), sexual orientation and the uninsured. Identify the approximate percentage of the Partnership's service area. Often, this type of data is needed when submitting grant applications. Multiple data resources are available for this information, and several are identified on the application.
- F. List other SHIP Affiliated Partnerships that cover the same geographical service area.
- G. Mission statement. Either write the mission statement in the space provided or attach a copy.

II. Partnership Structure/Operation

A. Organizational information:

- Provide information on the staffing of the Partnership. There is no set amount of staff required for affiliation. Sufficient staffing and organizational structure are important to support the Partnership's current efforts and also allow for future growth and sustainability.
- Include relevant organizational charts and/or job descriptions for the Partnership's staff positions.
- Submit a brief document describing the Partnership's leadership (steering committee, governance board, etc.) and how these members are selected.
- Provide the Partnership's by-laws, operating guidelines or other governance documents.

B. Meetings:

- Provide information about the meeting schedule of the Partnership's leadership and the general membership. There are no specific meeting requirements for affiliation purposes.
- Include the meeting summary/minutes from the Partnership's last two leadership meetings and two general membership meetings.

C. Incorporation:

- Identify if the Partnership is incorporated and, if so, whether the Partnership is a for-profit or nonprofit. It is not necessary to be incorporated for affiliation purposes.
- While it is not necessary to specify the type of incorporation for affiliation purposes, it may be helpful to understand the benefits. For example, a 501(c)(3) is able to receive grants and donations which are tax deductible.

D. Work groups/committees/subcommittees:

- List information about the Partnership's current committees, subcommittees and work groups that have been set up to address the needs of the community.
- Include a brief description of each group's tasks and how often each meets.

III. Funding

Use this section to provide information about funding and support of the Partnership and its efforts. Funding is often a deciding factor in the longevity of an organization. This is particularly true when resources are limited, such as a small staff with the same individuals working on multiple projects. It is important to discuss funding early in the Partnership's life so that the direction of the Partnership's efforts is clear to all participants. For instance, a short term goal such as holding a conference will require different energy than a longer term goal of lowering the obesity rates of school age children. Participants need to know what the expectations will be.

Support should be thought of not only in terms of actual dollars spent, but also in terms of the non-monetary donations that members, organizations and others provide for the benefit of the Partnership. These in-kind donations may be thought of as simple, like providing meeting space or sending out minutes. However, they may make a tremendous impact on the momentum of the Partnership so that more effort can be placed on addressing the health issues at hand. List the in-kind contributions routinely made, since they should be considered part of the overall funding/support. To estimate costs of the in-kind contributions, consider the cost to purchase/provide them if they were not donated. Provide a breakdown of current funding/support for the Partnership by listing the approximate percentage of funding in each category. Grants provide a wealth of potential funding dollars. The grant process may be timely to some partnerships, particularly when staffing is minimal. Often, local universities and agencies provide assistance in the preparation of grants.

Successful partnerships often have a financial or business plan addressing methods to ensure ongoing funding and/or support to provide capital for the Partnership's community projects. Please provide the Partnership's plan or briefly explain how the Partnership addresses ongoing financial stability.

Some partnerships, such as those incorporated as a 501(c)(3), are able to receive financial support directly; others must utilize a fiduciary, an agency accepting funds on behalf of the Partnership.

IV. Membership and Leadership

Improving the health of communities depends on those who commit to working together to address common issues. It is through this collaboration and collective desire that real change can happen. In this section, provide information regarding the general membership composition of the Partnership. A mix of traditional and non-traditional partners is desired. Diversity in both membership and leadership is important. A list of general members and their organizational affiliation is to be submitted with the application.

Traditional groups/individuals directly focus on health and may include such entities as the local hospital, healthcare professionals and other organizations working to improve a community's health. Even though non-traditional groups/individuals (mayor of a close knit community, private employers or the police department) may not be directly focused on health, they can have a tremendous influence on the overall health of the community.

The demographic make-up of the Partnership's service area provides key information on the diversity of the community served. When the Partnership's general membership and leadership represent this diversity, multiple views and valuable insight/support can be gained.

Elected officials, in whatever capacity they serve in the local community, should be involved in the Partnership to the extent possible. These officials are especially important for accomplishing policy-level changes necessary for health improvement. For example, a borough council member can take the Partnership's plan to develop walking trails to the borough council for additional support.

V. Community Assessment

A formal needs assessment is the best way to determine community needs and resources. The assessment may be completed by the Partnership or the Partnership may build on an existing assessment. **Assessments should be health-related, current (less than 5 years old) and representative of the community.** The assessment is a means to bring individuals with different perspectives together to focus on the most important community issues, identifying where the greatest needs are and who is most in need. Information from a community needs assessment can be used in a variety of ways, such as justifying grants, promoting collaboration among local agencies and businesses, designing new local programs and supporting funders in decision making.

Key findings of a community needs assessment include: problems in the community; where the problems occur within the community; which demographic areas are most affected; and the resources and strengths that already exist to address the problems. The Partnership can prioritize the community's needs, determine which needs can be impacted, identify community resources and funding opportunities, and develop an action plan.

The needs assessments of other groups in the Partnership's community may provide a great place to start on the Partnership's efforts. Existing assessments can be used as a focus for the Partnership if the results are valid, current (less than 5 years old) and health-related. An existing assessment can also serve as a basis for designing a more comprehensive assessment. For instance, if a current assessment indicates that the average family income level of the community has dropped over the past three years, the Partnership may want to target the health needs of the lower income population by collecting health-related information pertinent to that population.

Attach a summary document of the most recent assessment completed by the Partnership. Identify the approximate number of Partnership members involved in the assessment, as well as the number of community members. A wide range of participation encourages that all components of community needs have been assessed. If a needs assessment has not been completed, identify the anticipated timeframe for conducting the assessment.

As a means of assessing the progress of all partnerships across the Commonwealth, SHIP Affiliated Partnerships are encouraged to align their priorities to statewide priorities identified in the State Health Improvement Plan (SHIP), when possible. Review the most recent State Health Improvement Plan at http://www.portal.state.pa.us/portal/server.pt/community/ship_affiliated_partnerships/14188/partnership_bulletins/607129 on the PADOH's Website for additional information about SHIP. Information about the Healthy People Focus Areas are available in Chapter 4 of the SHIP, and can be accessed through the preceding link.

Additionally, it is important to communicate with the District Executive Director (DED) in the Partnership's region (refer to contact information on the next page). The DED is aware of community issues specific to the area and is available to answer questions related to the SHIP affiliation application process, as is the SHIP Coordinator.

VI. Health Equity

This section requests information about health disparities and issues which the disparate groups are facing in the Partnership's service area. Key factors in improving the health of any community involve addressing health disparities and working toward health equity. Health disparities are population-specific differences in the presence of disease, health outcomes or access to health care. For instance, the rate of diabetes is generally higher in the African American population, and members of this community tend to suffer a greater degree of complications than their Caucasian counterparts. Disparities may involve income level, educational attainment, health insurance coverage, geography, age, sexual orientation, disability, ethnicity, etc.

Results of the community needs assessment will likely pinpoint health disparities in the community and may provide a starting point for discussions of community needs and direction of the Partnership's efforts. If your partnership has not yet identified disparities in your community, please check the box next to "Disparities not identified to date" on the Application. For additional information, view the CDC's *Promoting Health Equity—A Resource to Help Communities Address Social Determinants of Health* at <http://www.cdc.gov/nccdphp/dach/chaps/pdf/SDOHworkbook.pdf>.

VII. Plan for Health Improvement

Partnerships should develop a written plan for improving the health of their respective communities. Although a particular format for a health improvement plan is not necessary for SHIP affiliation, use of the Logic Model for planning has proved successful for many partnerships. For additional information, view the *Kellogg Foundation Logic Model Development Guide* at <http://www.wkcf.org/Pubs/Tools/Evaluation/Pub3669.pdf>.

Partnerships should anticipate tracking outcomes of their activities. Outcomes can be shared with members as well as other partnerships and community groups. Outcome measures can also be used to gain additional support from others within and outside the community and to provide substantive information on grant applications.

In this section, identify the Partnership's priority areas, the population targeted, the project and the outcome measure (how the Partnership will know the project has been successful, whether it reached its specific goal or not).

VIII. Communication

Gaining support, leveraging funding, building membership and improving health outcomes are all essential to the success of the Partnership. However, if no one knows about the Partnership's efforts, the chance of success decreases. Communication--with members, the community, supporters, funders and policy makers--is a necessary part of all successful organizations. Communication enables and encourages membership growth, funding opportunities and community support.

In this section, identify the Partnership's communication of its general meeting minutes and how the Partnership communicates its activities to others.

IX. Required Signatures and Contact Information

The signature(s) of the Partnership's chair/co-chairs are required along with the signature of the local PADOH's District Executive Director. A Partnership interested in affiliation is expected to contact its local District Executive Director for information and support (see page 5). This contact provides an opportunity for discussion on the district/region, affiliation and the direction/focus of the Partnership, as well as information on Regional SHIP efforts (regional councils comprised of multiple SHIP Affiliated Partnerships).

CONTACT INFORMATION

SHIP Coordinator

Contact the SHIP Coordinator for information on the State Health Improvement Plan and/or for assistance or questions related to the SHIP Partnership Affiliation Application.

PHONE: 717-772-5298
FAX: 717-705-6525
E-MAIL: RA-ship@pa.gov

Bureau of Health Planning
Room 1033 Health & Welfare Building
625 Forster Street
Harrisburg, PA 17120

Pennsylvania Department of Health District Offices

A Partnership interested in affiliation is expected to contact the local District Executive Director for information and support.

Northcentral District

Counties: Bradford, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Union
Water Tower Square, Suite 109
1000 Commerce Park Drive, Williamsport, PA 17701

Phone: 570-327-3400

Fax: 570-327-3748

District Executive Director: Douglas Koszalka

Email: dkoszalka@pa.gov

Southcentral District

Counties: Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Mifflin, Perry, York
30 Kline Plaza, Harrisburg, PA 17104

Phone: 717-787-8092

Fax: 717-772-3151

District Executive Director: Phuoc Tran

Email: ptran@pa.gov

Northeast District

Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Susquehanna, Wayne, Wyoming
665 Carey Avenue, Wilkes-Barre, PA 18706-5485

Phone: 570-826-2062

Fax: 570-826-2238

Acting District Executive Director: Kathleen Finsterbusch

Email: kfinsterbu@pa.gov

Southeast District

Counties: Berks, Bucks, Chester, Delaware, Lancaster, Montgomery, Philadelphia, Schuylkill
Room 442, Reading State Office Building
625 Cherry Street, Reading, PA 19602

Phone: 610-378-4352

Fax: 610-378-4527

District Executive Director: Brent Ennis

Email: bennis@pa.gov

Northwest District

Counties: Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, Warren
19 McQuiston Drive, Jackson Center, PA 16133

Phone: 724-662-6068

Fax: 724-662-6086

District Executive Director: Dennis P. Fapore

Email: dfapore@pa.gov

Southwest District

Counties: Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington, Westmoreland
Pittsburgh State Office Building, Room 514
300 Liberty Avenue, Pittsburgh, PA 15222

Phone: 412-565-5101

Fax: 412-565-7582

District Executive Director: Artis Hall

Email: arhall@pa.gov

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