**APPLICATION TO PARTICIPATE**

**In partnership with the California Health Care Foundation (CHCF), Transitions Clinic Network (TCN) is launching an initiative to expand the TCN program to up to 25 primary care sites throughout California. This initiative aims to improve the health and reentry outcomes of individuals with chronic health conditions returning to the community from incarceration.**

Interested sites are required to complete an online site assessment by Friday September 20th. Only sites that submit a completed site assessment and proposal will be invited to continue forward in the selection process.

By submitting the online site assessment and proposal, a site confirms the intent to:

* Hire a community health worker with a personal history of incarceration.
* Have at least one provider dedicated to working with TCN program patients.
* Provide a CHW supervisor (preferably MSW or LCSW).
* Fully participate in the year-long implementation process.

Submission of online site assessment and proposal also confirms the intent of the clinic and team members to attend the full-day Cohort Kick-off Meeting in mid-November, to have at least 2 dedicated staff attend monthly technical assistance/training calls (1 hour), quarterly liaison calls (2 hours), and participate in the 2-day in-person TCN annual meeting in 2020. The CHW, once hired, is also required to participate in daylong CHW Kick-off Meeting, and complete TCN’s online CHW training, which is a time commitment of approximately 2 hours each week over a period of 12 weeks. Sites are expected to participate in program evaluation and quality improvement activities.

## Key Dates & Next Steps:

## Site Assessments & Proposals Due: Friday, September 20th, 2019 at 5P PST

* + Interested sites must complete an online site assessment, located at the following URL: <https://ucsf.co1.qualtrics.com/jfe/form/SV_3g63gRsfncSVotn>
  + Complete the proposal (available on the next page) and email to Liz Kroboth at [elizabeth.kroboth@ucsf.edu](mailto:elizabeth.kroboth@ucsf.edu).
  + Select a time for a follow-up call using this link: <https://doodle.com/poll/atunsbzrvycxpud6>. Be sure to mark the time you select in your calendar!

## Sites Notified of Selection: Friday, October 11th, 2019

## Cohort Kick Off Meeting (Oakland, CA): Mid-November, 2019

## Questions?

Contact Liz Kroboth at [elizabeth.kroboth@ucsf.edu](mailto:elizabeth.kroboth@ucsf.edu) or 415-514-4918 with any questions or concerns.

**APPLICATION TO PARTICIPATE**

**FULL PROPOSAL**

## Instructions: Complete the following information and submit to Liz Kroboth at elizabeth.kroboth@ucsf.edu by 5pm, September 20, 2019. Feel free to email or call Liz at 415-514-4918 with any questions. *Please limit the proposal to 3 pages.*

## Participants

**Clinic Name:**

**Street Address:**

**City:**

**Program lead:**

**Team members (minimum 2, maximum 5):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Name** | **Title** | **Email Address** | **Phone Number** |
| **Clinician** |  |  |  |  |
| **CHW Supervisor (may be same as program lead)** |  |  |  |  |
| **Other** |  |  |  |  |
| **Other** |  |  |  |  |
| **Other** |  |  |  |  |

## Commitment

1. Please indicate that you intend to hire a community health worker with a history of incarceration to work on this program. You do not need to have someone hired before the start of the grant (we will be working with sites on best practices in hiring). ***\*Please note that we are not able to provide funds for this position.***

🞎 Yes, we intend to hire a CHW with a history of incarceration

1. Describe the clinical setting where your CHW will be located.
2. Provide a brief description of the reason that the clinic is interested in participating in this project and implementing a Transitions Clinic Network program.
3. List three objectives that you hope to meet through participating in this project.
4. Transitions Clinic Network programs serve individuals with at least one chronic physical or behavioral health condition and/or individuals over 50 years old who are within 6 months of returning to the community from incarceration. Which correctional setting(s) are you planning on accepting patients from (select all that apply)?

🞎 County jail  
🞎 State prison  
🞎 Federal prison

## Community Engagement

1. Please describe how you plan on engaging the community and patients with a history of incarceration into your planning and implementation process.
2. Please describe current relationships/partnerships you have with community based organizations that service people impacted by the criminal justice system (if any).

## Letters of Support

1. Please provide brief letters of support from a) your clinic administrator demonstrating full support for implementing this program and outlining what specific resources the organization will provide to support program implementation, b) a colleague who can speak to your site’s ability to implement new programs successfully and work with community based organizations.

## Contact for Proposal

Name  
Title  
Phone  
Email

## Availability for Follow-up Phone Call

Please use the link below to select a time you are available for a follow-up phone call with our organization.

Select a time here: <https://doodle.com/poll/atunsbzrvycxpud6>