


**Greater Columbia Accountable Community of Health (GCACH)**
**SUBJECT: LHIN Training Request Policy**
**Policy #: 2019-001**
**Version Date: February 21, 2019**


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**PURPOSE:**

Greater Columbia Accountable Community of Health (GCACH) seeks to encourage and support active Local Health Improvement Network participants to attend trainings, seminars, and conferences that will equip the attendee with the knowledge and skills to facilitate capacity building in pursuing the population health goals of our region.

The LHIN Training Request Policy defines the process to request funds from GCACH to attend trainings, conferences, or to host a trainer. This policy also outlines GCACH's criteria and decision-making process for approval.

**DEFINITIONS:**

2A: Bi-Directional Integration of Physical & Behavioral Health: The focus is to address physical and behavioral health needs through an integrated network, better coordination and seamless access. Target group – Medicaid clients with or at risk for mental illness and substance-use disorder.

2C: Transitional Care: The focus is to reduce avoidable admissions/readmissions to intensive care settings such as hospitals, psychiatric hospitals, skilled nursing facilities and prisons or jails. Target group – Medicaid clients including older adults discharged from hospital or sub-acute care facility, clients with severe mental illness discharged from inpatient care, and clients returning to the community from prison or jail.

3A: Addressing the Opioid Public Health Crisis: The focus is to reduce opioid related morbidity and mortality through prevention, treatment and recover supports. Target group – Medicaid clients with dependence on prescription opioid and/or heroin.

3D: Chronic Disease Prevention & Control: The focus is prevention and treatment for chronic disease in relation to individuals with diabetes and obesity. Target group – Medicaid clients with greater than or equal to three years of Chronic Conditions and Absence of PCP visits, greater than or equal to two (non-OB) admissions in the last year with priority if one in the last six months, greater than or equal to 6 ED visits in the last year, and greater than or equal to 5 prescription medications.

GCACH: Greater Columbia Accountable Community of Health.

LHIN: Local Health Improvement Network.

Active Participant: A LHIN active participant is a person who has attended at least 2/3 of the regular LHIN meetings.

Geographical Equity: Funding distributed equally among the six LHINs.

SDOH: Social Determinants of Health. Economic and social conditions under which people live which determine their health.

ACEs: Adverse Childhood Experiences. Negative childhood experiences that impact life-long physical and behavioral health.

Resiliency: The ability to adapt well, or “bounce back” in the presence of difficult life events.

Training: Training may be a seminar or conference containing significant material directly related to achieving GCACH and LHIN goals.

**POLICY:**

GCACH may grant funding for eligible applicants to attend trainings that meet the established criteria. Applicants must complete the approval process.

Individual LHINs may bring trainers to their communities to make it more cost effective. Multiple LHINs may pool their resources to bring trainers. Under these circumstances, LHINs may invite non-active LHIN participants. A fee may be charged to off set the cost of the training.

**ELIGIBLE APPLICANTS:**

Active LHIN participants approved by LHIN leadership.

**ELIGIBLE TRAINING:**

Trainings must relate to GCACH services and support project areas being undertaken by GCACH [ See Definitions section for project areas] including upstream factors such as SDOH, ACEs, and Resilience. The description of the training must clearly outline which project area or upstream factor it relates to. Please see “training” definition outlined in this policy above under “Definitions”.

**INELIGIBLE TRAININGS:**

GCACH is unable to support the following types of trainings because they do not meet the criteria we have set for our LHIN training program. However, there may be other options available for obtaining support for these activities.

- Requests that benefit an individual person or family.
- Requests intended towards a degree or certificate (Continuing Education Credits are OK).
- Religious activities, in whole or in part, for the purpose of furthering religious doctrine.
- Door prizes or raffles.
- Political groups and/or organizations.

**AMOUNT:**

There is no minimum cost for an eligible training. Each LHIN is allocated \$5,000 for 2019 so planning ahead is highly encouraged. GCACH reserves the right to reallocate any unused funds to other LHINs or purposes if it does not appear that a LHIN will use them. For example, if it’s the fourth quarter of 2019 and a LHIN has a balance and no training plans expressed to GCACH for its use.

**REIMBURSEMENT:**

GCACH will reimburse training expenses after the training is completed by submitting the Expense Reimbursement Form (Attached) with actual receipts. The expense report must be submitted within two weeks of the training date to Rachael Guess, Finance and Contracts Coordinator [rguess@gcach.org](mailto:rguess@gcach.org). GCACH’s credit card limit is only enough to conduct day-

to-day business. LHINs, another entity, or individual will pay for the cost of the training and submit for reimbursement. GCACH only reimburses up to the federal government's per diem rates for lodging, meals, and mileage. Please follow this link to see the rates of the state and city to which you plan to travel <https://www.gsa.gov/portal/content/104877>

Lodging will only be reimbursed if the training takes place 50 miles or more from the attendee's place of residence/business. In regards to the distance traveled, GCACH will follow Washington State's lodging reimbursement policy <https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.30.htm#10.30.30>.

**TIMING:**

Requests should be submitted at least 1.5 months before the date of the training to allow time for the approval process. Participants are encouraged to plan ahead and try to get the "early bird" price many trainings offer.

**APPLICATION PROCESS:**

A LHIN Training Request form must be completed (see attached form) and submitted to:

Greater Columbia Accountable Community of Health  
Attn: Rubén Peralta  
720 W. Court St. STE #4  
Pasco, WA 99301

Or electronically by email to: [rperalta@gcach.org](mailto:rperalta@gcach.org)

The request should include the following (See request form):

- Description of the training the requestor wants to attend.
  - This description should include an explanation of how it relates, at minimum, to one of GCACH's project areas or upstream factors. [See Definitions]
    - 2A: Bi-Directional Integration of Physical & Behavioral Health
    - 2C: Transitional Care
    - 3A: Addressing the Opioid Public Health Crisis
    - 3D: Chronic Disease Prevention & Control
    - SDOH
    - ACEs
    - Resilience
- Requesting entity name and address
- LHIN's name
- Person of contact name, email address, and phone number
- Training title
- Training dates
- Training location
- Training total hours
- Number of LHIN individuals attending
- An estimated budget of the total cost
- The signature of one LHIN leader indicating approval

Prior to submitting any request, the evaluation criteria listed below should be considered:

**EVALUATION CRITERIA:**

Training applications are evaluated against four criteria. The criteria were developed to ensure that the funds will mutually benefit GCACH and the Local Health Improvement Networks.

Proposals are evaluated for:

1. Benefits to GCACH's goals in the nine-county region and the Yakama Nation
2. Benefits to local LHIN goals
3. Opportunity to create long-term value

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DocuSigned by:

*Rhonda Hauff*

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Rhonda Hauff, Board of Directors President  
Greater Columbia Accountable Community of Health

2/22/2019

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Date