

# SHIP Application

**NOVEMBER 1, 2022 - OCTOBER 31, 2025**

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## An Invitation to our SHIP Partnership

This grant application for the next cycle of Statewide Health Improvement Partnership (SHIP) grants has been a long time in the making. The multi-stakeholder planning process started in 2019 and engaged hundreds of professionals working in local public health, state public health, and dozens of partner organizations across the state that support the work of healthy eating, active living, commercial tobacco-free living, and well-being. The core values of that initial stage of planning asked participants to build relationships across the system of primary prevention actors, to set long-term visions for core Context areas, to act in service to the whole, to root themselves in an equity and community engagement mindset and to most of all embrace the concept of emergence...

*“Emergence is the way complex systems and patterns arise out of a multiplicity of relatively simple interactions.” -Nick Obolensky*

This idea encapsulates the essence of SHIP in how it was built to be responsive to community need, to support and recognize knowledge that is held both in the lived experiences of community AND in the evidence-based best practices tested and honed through thoughtful public health practice. The idea of SHIP is to bridge the two by creating critical connections, embracing emerging ideas, and cultivating the collaborations that arise.

2020 brought to Minnesota and the world COVID-19, which stopped the planning process and required all public health partners to reimagine our work in a world that highlighted further inequities and demanded that we respond in real time to community needs.

In 2022, a statewide planning team—made up of 15 local public health staff representing all areas of the state and 15 OSHII staff—convened to review the 2019 work and finish the planning process.

The planning of our new SHIP has been completed and with it comes a stronger connection and relationship between state and local public health as true partners in this work. Our statewide activities will provide further platforms to align and leverage strengths and input from all levels of our public health system, while also providing a roadmap for large-scale systems change across the state.

We are grateful and honored to do this work with you. Margaret Wheatley stated, *“When artful leaders have space and support to connect deeply and are challenged to strategize and work together in new ways, possibilities light up at the intersections.”* The future is bright.

In service,

Kris Igo  
Director

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## Overview

### Statewide Health Improvement Partnership (SHIP)

SHIP intentionally invests in creating opportunities in partnership with communities that lead to equitable, healthy, and positive conditions that promote the health and well-being of all Minnesotans.

As indicated in Minnesota Statute, [Section 145.986](#), SHIP's purpose is to:

- address the leading preventable causes of illness and death such as commercial tobacco use or exposure, poor diet, and lack of regular physical activity, and other issues as determined by the commissioner through the statewide health assessment;
- promote the development, availability, and use of evidence-based, community level, comprehensive strategies to create healthy communities; and
- measure the impact of the evidence-based, community health improvement practices which over time work to contain health care costs and reduce chronic diseases.

Grants are made to community health boards (CHBs), local public health (LPH) agencies, and tribal governments to convene, coordinate, and implement proven effective, promising practice, or theory-based strategies that are culturally informed that:

- will be based on scientific evidence;
- will be based on community input;
- address behavioral change at the individual, community, and systems levels;
- occur in community, school, workplace, health care, including childcare settings;
- will be focused on policy, systems, and environmental changes that support healthy behaviors;
- can be evaluated using experimental or quasi-experimental design; and
- address health disparities and inequities.

### SHIP November 1, 2022 - October 31, 2025

The SHIP November 1, 2022 - October 31, 2025 (SHIP 2022-2025) framework was developed in partnership with local public health partners through a two-part planning process that was started in 2019, interrupted by the COVID-19 pandemic, and completed in May 2022.

The 2022 Statewide Planning Team, made up of 15 LPH SHIP coordinators encompassing each SHIP region and 15 MDH Office of Statewide Health Improvement Initiatives (OSHII) representatives, together finalized a framework which builds on SHIP's strengths and sets out new directions.

## What is new for SHIP 2022-2025?

1. Contexts, Statewide Collective Action, Statewide and Flexible Activities
2. Monitoring, Community Engagement and Equity, Communications and Evaluation Requirements
3. Time Frame, Workplan, Forms, and *Financial Guide*
4. Submission Process

### Contexts, Statewide Collective Action, Statewide and Flexible Activities

**Four Contexts.** SHIP 2022-2025 will focus on four Context areas aimed at increasing access to healthy food (MN EATS), improving access and opportunities for physical activity (MN MOVES), creating commercial tobacco-free communities (MN Commercial Tobacco-Free), and strengthening well-being of Minnesotans (MN Well-being). Well-being was added as a SHIP Context area in response from LPH SHIP staff to address the well-being needs of their communities. Context areas encompass SHIP's five settings: community, childcare, health care, schools, and workplace.

**Statewide Collective Action.** SHIP 2022-2025 will require every LPH SHIP partner to participate in statewide activities by Context area with the aim of creating statewide collective action. The goal is to create a set of statewide activities that advance coordinated impact of statewide policy, systems and environmental (PSE) changes and meet statutory evidence requirements. SHIP statute states, "In each grant cycle, the commissioner may award up to 100 percent of tribal grants and up to 25 percent of the grants awarded to community health boards to theory-based strategies that are culturally or ethnically focused." The majority of statewide activities selected are proven effective or promising meeting these statute evidence requirements. See Appendix D for definitions of evidence levels as determined by Results First Minnesota.

**Statewide Activities.** Each LPH SHIP partner will be required to select up to one statewide activity per Context area, listed in Appendix A. Specific requirements vary based on tier of funding. Statewide activities were selected as part of the statewide planning process. The activities meet some or all of these criteria: 1) proven effective or promising practices according to Results First Minnesota criteria; 2) there is community momentum or support; 3) the activity has potential to show PSE change over time; 3) the activity has a health equity focus or can be



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targeted to focus on the reduction of health inequities; 4) technical assistance is available (i.e., MDH OSHII staff, known contractors, or LPH leads have the expertise to provide technical assistance); and/or 5) all settings (i.e., community, childcare, health care, schools, and workplace) are represented.

**Statewide Activity Implementation.** MDH OSHII will support the implementation of statewide activities which may include: 1) joint state & LPH advisory team for planning, monitoring progress, and recommending changes if needed; 2) state-led work at state agency/systems level to support change upstream; 3) technical assistance and training, with participation requirements for LPH SHIP partners to ensure fidelity; 4) community of practice support; 5) regular check-in meetings; 6) required implementation components; and/or 7) communications and evaluation support.

**Flexible Activities.** LPH SHIP partners will also be required to implement additional activities that are determined at the partner level and tie back to the strategic directions for each Context area. These activities may have momentum or carry-over from prior grant work. The list of flexible activities for each Context area is included in Appendix B.

### Monitoring, Community Engagement and Equity, Communications and Evaluation Requirements

The monitoring, community engagement, equity, communications, and evaluation requirements for each LPH SHIP partner are updated. LPH SHIP partners are asked to review each section carefully and design workplans, staffing plans and budgets accordingly.

### Time Frame, Workplan, Forms, and Financial Guide

**Three-year time frame.** LPH SHIP partners are asked to use a three-year time frame to develop and implement this iteration of SHIP. SHIP takes time and developing a three-year trajectory for work allows for project planning and time for relationship building, sustainable PSE change approaches, and implementation. The workplan is a living document, with the understanding that the workplan will be modified throughout the November 1, 2022 – October 31, 2025 time frame.

**New Workplan.** A new workplan format has been designed with input from LPH SHIP partners and MDH OSHII staff. The new format was designed to simplify the process and better meet the needs of both LPH SHIP partners and MDH OSHII staff. LPH SHIP partners will submit the new workplan in a SharePoint site, the SHIP Hub. More information about the Hub is included below. The Hub will be completed in July and training on this SharePoint site will be made available at that time.

**New Community Innovation Request Form, Staffing Request Variance Form, Context Area Budget Form, and Invoice Form.** A small working group of LPH SHIP partners and MDH OSHII staff have revised the variance, budget, and invoice forms. The new formats reflect requests to simplify layouts and required content.

**Revised Financial Guide.** The *Financial Guide* is undergoing revisions to simplify instructions and shorten the guide. The revised guide will be released in July.

## New Submission Process

All application materials are to be submitted via a new SharePoint site. The Hub SharePoint site is an online platform for submitting application materials and managing and reporting on SHIP grants. Additional information can be found in Appendix E.

# SHIP Contexts: Vision, Strategic Directions, and Long-term Outcomes by Context

In fall 2019, MDH OSHII and LPH staff came together in a collaborative process to develop a comprehensive integrated framework for SHIP. The result of that process was the creation of a vision, strategic directions, and long-term outcomes for each of the four Context areas of MN EATS, MN MOVES, MN Commercial Tobacco-Free (MN CTF), and MN Well-being, described below.

## MN EATS

### Vision

All people in Minnesota experience an equitable, just, nourishing, and resilient food system that is responsive to change.

### Strategic Directions

- Work in partnership with community to assess and shape their food system, considering culturally-diverse assets and opportunities across multiple sectors.
- Strengthen cross-sector and cross-setting connections to increase healthy and culturally-appropriate food access at every age and in every place.
- Work in partnership to build a resilient local food system that benefits the health of consumers and producers, while protecting natural resources.

## Long-term Outcomes

- Communities are connected statewide to drive solutions to identified needs in their food system.
- People have access to healthy food throughout every stage of life and in every setting.
- Create sustainable connections within local food economies/systems that increase production and sales of Minnesota-grown foods for the health of all.

## MN MOVES

### Vision

Moving is vital for our health: in daily life, as transportation, for recreation, and to foster thriving communities. Many communities have been systemically denied access to these kinds of movement, especially people of color, people with disabilities, low-income and low-wealth communities, Black communities, Indigenous communities, youth, and older adults.

### Strategic Directions

- All people in Minnesota move regularly throughout the day. People in Minnesota move regularly because opportunities to do so are a natural part of their day.
- Activity-friendly Routes to Everyday Destinations. Routes and destinations within a community are welcoming, inclusive, affordable, and convenient for people walking, biking, and using transit.
- Work to reduce auto trips to help achieve public health goals regarding climate change and transportation by supporting investments in walking, bicycling, and transit.

### Long-term Outcomes

- People in Minnesota move regularly because opportunities to do so are a natural part of their day.
- People in Minnesota have safe routes to places that support their health year-round.
- Minnesota is building a culture of getting places by walking, bicycling, and riding transit by default. Minnesota has improved air quality, increased physical activity, streets that are safe for everyone, casual social cohesion, reliable and affordable access to destinations, preservation of land, and a more balanced transportation system. Minnesotans understand the connection between transportation and health.

## MN Commercial Tobacco-Free

## Vision

Intentionally working with communities to improve the health and environments of all Minnesotans, especially communities facing tobacco-related disparities and most targeted by the tobacco industry, recognizing social determinants of health and lifting up community assets.

## Strategic Directions

- Preventing initiation and eliminating use of commercial tobacco and nicotine products among youth and young adults.
- Eliminating commercial tobacco and nicotine use and secondhand smoke disparities.

## Long-term Outcomes

- Minnesota youth and young adults are tobacco- and nicotine- free.
- Commercial tobacco-related disparities are eliminated.

## MN Well-being

### Vision

SHIP intentionally invests in creating opportunities in partnership with communities to create equitable, healthy, and positive conditions that promote well-being for all Minnesotans.

### Strategic Directions

- To increase policy, systems, and environmental change (PSE) opportunities for healing, social connection and belonging within all Contexts.
- To build mental well-being and resiliency within a community or specific age groups within a setting or across settings.

### Long-term Outcomes

- People in Minnesota feel an increased sense of belonging and feel respected (e.g., increased number of people who report they belong to their community, schools, and workplaces).
- People in Minnesota have opportunities to heal and live and work in trauma-informed environments.

## Application Details

### Eligible Applicants

Eligible organizations for this application are limited to Minnesota CHBs. The following types of applications will be accepted:

- Single CHB application
- Multiple CHBs working together in an application under a single unified workplan

MDH OSHII strongly supports collaboration. LPH SHIP partners comprising multiple CHBs are required to submit a single unified workplan for all CHBs included in the application. Multiple CHBs working together under a single unified workplan are eligible for a financial incentive (more details provided in the “Available Funding” section below).

### Available Funding

SHIP funding is contingent on legislative approval each biennium. MDH reserves the right to change funding amounts based on the total amount appropriated to SHIP each biennium.

SHIP has been appropriated \$35 million in the current biennium. MDH can spend no more than 16 percent of this allocation on the administration of SHIP and the provision of training, technical assistance, and evaluation at the state level. The remaining funds are distributed as grants to CHBs and tribal governments. Funding for SHIP is determined using a formula: \$100,000 base funding + \$10,000 collaboration incentive per additional CHB participating in application + per capita funding amount x population (based on population estimates used for SHIP 4).

Please see Appendix C to determine the appropriate CHB funding award. The funding award is a cap; LPH SHIP partners may not request more than this cap for their SHIP grant but may propose a budget that is less than this cap.

Funding levels and activity are based on a tiered system per the formula outlined above. LPH SHIP partners may only apply for the tier that matches their funding amount. LPH SHIP partners may not request additional funding to be placed in a higher tier.

It should also be noted that the funding formula was determined based on MDH OSHII’s best estimate of the number of LPH SHIP partners and other considerations. MDH reserves the right to change this amount should the number of LPH SHIP partners and CHB collaborations differ from the estimate.

An amendment to the current grant will provide funds for three additional years, i.e., November 1, 2022 – October 31, 2025, provided there are not changes to the SHIP legislation.

## Grant Amendment

It is anticipated that this grant amendment will be awarded for the time period November 1, 2022 through October 31, 2025. SHIP grants are awarded on a five-year basis; MDH OSHII is amending the current grant to add funds for the final three years. LPH SHIP partners (CHBs/multi-CHB SHIP grant awardees) will be required to submit annual workplans, budgets, and other information as determined by MDH OSHII.

Grant continuation and renewal are subject to continued funding, as well as the LPH SHIP partner's satisfactory performance, including execution and fulfillment of workplans, achievement of objectives, and appropriate and expeditious use of grant funds.

## Grant Monitoring

The following activities are required of LPH SHIP partners as part of grant monitoring:

- Participate in an annual site visit
- Provide biannual progress reports, including the following documents which can be updated in real time on the SHIP Hub SharePoint site, the new grants management system (see Appendix E):
  - Workplans, with project updates
  - Budget
  - Leveraged funds tracker
  - Communications and outreach tracker
  - Staff contact list
  - Success stories
  - Additional documents as determined by MDH OSHII
- Submit monthly invoices
- Participate in financial reconciliation(s) (i.e., completed by MDH OSHII financial management and CHB authorized representative)
- Participate in check-ins with MDH OSHII staff

To submit contracts, community partner awards, and equipment requests and questions, LPH SHIP partners will use the REDCap Funding Questions and Requests Form. See Appendix H.

## Financial Guidelines

The *Financial Guide* can be found in Basecamp and is intended for LPH agencies who are recipients of the MDH SHIP grant. It contains selected topics and related financial and procedural requirements that govern the grant process. It does not replace established state policies or regulations governing the administration of grants.

The information in the *Financial Guide* is based on established policies and regulations that are current as of the date of publication. LPH SHIP partners are responsible for being aware of and abiding by all applicable statutes, regulations, principles, and policies; for abiding by the grant agreement with MDH; and for staying abreast of changes or issuances relating to the administration of grants.

LPH SHIP staff submitting funding questions and requests will be expected to learn the REDCap Funding Questions and Requests system and to budget appropriate time for staff to become proficient in using this system.

LPH SHIP staff are responsible for reviewing, understanding, and adhering to the funding requirements and restrictions set forth in the current *Financial Guide*.

An updated *Financial Guide* will be added to Basecamp Local SHIP Staff project in mid-July 2022.

## Lobbying Guidelines

LPH SHIP partners are required to ensure funds are not used for lobbying, which is defined as advocating for a specific public policy after it has been formally introduced to a legislative body. Educating people about the importance of policies as a public health strategy is encouraged with SHIP funds. Education includes providing facts, assessment data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to public policymakers, other decision-makers, specific stakeholders, and the general community. Lobbying restrictions do not apply to informal or private policies. LPH SHIP partners may not use SHIP funds to participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

LPH SHIP partners may make educational materials available to the public and governmental bodies, officials, and employees. These materials may not advocate the adoption or rejection of an official action, but may contain facts, analysis, studies, and research.

LPH SHIP partners may use other funding sources to influence an official action of a local governmental unit or tribal government, in accordance with federal and state laws, local

policies, and funding restrictions, but they are required to clearly document which activities are covered by which funding source.

LPH SHIP partners may not use grant funds to influence state legislation or administrative rules.

## Grant Requirements

### SHIP Tiers, Workplan, and Activity Requirements

The goal of SHIP November 1, 2022 to October 31, 2025 is to plan for three years of activity implementation. The table below explains the grant requirements. Planned activities can change, end, or stop due to many contextual factors. Minimum requirements for number of activities differ by funding tier. Activity requirements by setting and health equity requirements are the same for all LPH SHIP partners.

**Table 1. Requirements by Funding Tier**

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Annual Funding</b>	Less than \$250,000	\$250,000 to \$500,000	Greater than \$500,000
<b>Statewide Activities</b> (see “Statewide Activities” section below)	LPH SHIP partners are required to implement at least <b>two</b> statewide activities within <b>two</b> Context areas.	LPH SHIP partners are required to implement at least <b>four</b> statewide activities, <b>one from each</b> of the Context areas.	LPH SHIP partners are required to implement at least <b>five</b> statewide activities, at least <b>one from each</b> of the Context areas.
<b>Additional Activities</b> (see “Flexible Activities” section below)	LPH SHIP partners are required to implement at least <b>two</b> additional activities, either statewide or flexible activities to include all <b>four</b> required settings.  LPH SHIP partners are strongly encouraged to implement statewide and flexible activities within each of the Context areas.	LPH SHIP partners are required to implement additional statewide or flexible activities to include all <b>four</b> required settings.	LPH SHIP partners are required to implement additional statewide or flexible activities to include all <b>four</b> required settings.
<b>Settings</b>	The <b>four</b> required settings: workplace, schools, health care, and community are required to be represented in the selected activities.  Optional setting: childcare, no longer under the community setting.		
<b>Health Equity</b>	All LPH SHIP partners are required to include at least <b>one</b> internal and at least <b>one</b> external health equity objective and activity from the <i>Health Equity and Community Engagement Implementation Guide</i> .		
<b>Context Areas</b>	MN EATS, MN MOVES, MN Commercial Tobacco-Free, and MN Well-being		



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	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Annual Funding</b>	Less than \$250,000	\$250,000 to \$500,000	Greater than \$500,000
<b>Clarifications</b>	<ul style="list-style-type: none"> <li>▪ LPH SHIP partners may choose to work on additional statewide or flexible activities beyond the minimum requirements.</li> <li>▪ LPH SHIP partners may change their selected activities, but each year LPH SHIP partners are required to work on the required number of activities of their tier.</li> </ul>		

### Workplan

LPH SHIP partners are required to create a workplan using the workplan in the SHIP Hub SharePoint site. The workplan is project-based. Please see Appendix F for the definition of a workplan project. Each project includes, but not limited to, the following:

- Project and county location(s)
- Project contact
- Project Context areas
- Project setting areas
- Statewide and flexible activities
- Project summary
- PSE goals summary
- Community partners
- Project updates
- PSE accomplishments

### Statewide and Flexible Activities

#### Statewide Activities

LPH SHIP partners are required to implement a specified number of statewide activities based on their tier level. *Table 1* (above) details the number of statewide activities required by tier. Statewide activity selection will be indicated in the workplan.

Statewide activity requirements include:

- Implement state activity with minor variations
- Engage community throughout the planning and implementation

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- Participate in MDH OSHII-led evaluation
- Collect and report success stories
- Participate in technical assistance and training (TA&T)
- Please see Appendix A for the description of each statewide activity and the appropriate setting in which each activity can be implemented. Settings include Community (Cmty), Health care (HC), Schools (Sch), Workplace (WP) and Childcare (CC).

### Flexible Activities

Flexible activities are a menu of intentionally selected activities that can be implemented in multiple settings. For the requirements around flexible activities, see *Table 1* above. Flexible activity selections will be indicated in the workplan.

Flexible activities:

- Meet Results First evidence categories of promising practice, theory-based, culturally-informed or proven effective
- May have momentum or carryover from prior grant work
- Are community-driven activities focused on MN EATS, MN MOVES, MN Commercial Tobacco-Free, and/or MN Well-being
- Provide opportunity to work on theory-based and culturally-informed work in addition to proven effective and promising activities
- Will receive less TA&T than the statewide activities
- Have fewer evaluation requirements and therefore will not be reported on to the extent of statewide activities

### Community Innovation Request Form

*(formerly known as a Variance Form)*

For activities that fall outside of the statewide and flexible activities list, LPH SHIP will need to complete a Community Innovation Request Form to submit with their application for approval by MDH OSHII.

Community Innovation Request Forms may only be submitted if LPH SHIP has met their workplan statewide activity requirements listed in *Table 1* above.

### Budget and Staffing Requirements

## Budget by Context Areas

LPH SHIP partners are required to submit a Context area specific budget.

The Budget Form is an Excel document that consists of the following tabs:

- Instructions
- Budget Summary
- Salaries & Fringe
- Service Contracts and Community Partner Awards
- Travel
- Internal Supplies and Equipment
- Internal Other Expense
- Indirect
- Match
- Evaluation

LPH SHIP partners should budget staff time and resources for health equity efforts. Consider the potential need for translation services and other items that may facilitate community members' participation.

If an LPH SHIP partner does not have a federally approved indirect cost rate, MDH will allow up to 10 percent of the total grant award for indirect costs on federal and state funded grant programs. Organizations without a federally approved indirect cost rate are required to submit a list of expenses that will be covered by indirect in their budget to ensure expenses such as rent, administrative salaries, etc., are not already listed in other directly billed budget line-item categories.

Administrative costs are the expenses of doing business that are necessary for the overall operation of the organization and the conduct of the activities it performs. Administrative costs incurred as part of the grant program should be reasonable to provide necessary program support and directly billed to the appropriate budget line item (e.g., salaries and fringe for accounting support, human resources or administrative staff and general office supplies and expenses) and not included as part of an organization's indirect costs.

LPH SHIP partners are responsible for maintaining records (e.g., including, but not limited to, time certifications or time studies, payroll, and purchase records) verifying the portion of administrative costs that are attributable to a specific grant program. These expenses are considered direct expenses of the grant, not indirect costs, and should be reflected on the appropriate budget line items (e.g., salaries and fringe, travel, office expense and supplies, etc.)

## Local Match

A local match of 10 percent of the total funding award is required.

The local match may include leveraged funds (e.g., cash contributions) and/or in-kind match and may include assistance from community partners.

Leveraged funds (i.e., cash match) is money spent for SHIP-related costs. Cash match may come from county or city levies and/or funds contributed by partners or other third-party sources.

In-kind match is a non-cash contribution of the fair market value of goods or services that support SHIP activities, contributed by the LPH SHIP partners or other third parties. Examples of in-kind contributions are time contributed by the LPH SHIP staff supervisor and the Community Leadership Team (CLT) members, donated meeting space, donated printing, etc.

LPH SHIP partners are expected to report the required local in-kind match on monthly invoices.

Leveraged funds will be reported annually via the Leveraged Funds Tracker.

If the required match cannot be met, LPH SHIP partners are required to contact their Community Specialist immediately to determine its effect on the award.

## Supplantation

CHBs and tribal governments are required to use funds received to develop new programs, expand current programs, or replace discontinued state or federal funds for primary prevention work. Funds may not be used to supplant current state or local funding to CHBs or tribal governments.

## Evaluation Budget

LPH SHIP partners are required to allocate at least 10 percent of total budget for evaluation work (this could include staff time, contractors, materials, supplies, and incentives). Staff and/or contractor time will be used for reporting and participation in MDH OSHII evaluation studies and LPH local level evaluations.

## Staffing

LPH SHIP partners are required to designate SHIP staff to implement activities approved in the workplan.

- Each LPH SHIP partner is required to have a minimum of one full-time equivalent (FTE) staff person or persons.

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- In the Budget, identify at least one staff person as SHIP coordinator/main point of contact. The cost of this position may be paid by the SHIP grant, as part of the local match, or by a combination of SHIP grant and match funding.
- Any SHIP-funded staff person is required to work a minimum of .5 FTE on SHIP responsibilities. Exceptions to this requirement are possible with approval from the CS in advance using the Staffing Variance Request Form. This form is not required for office, accounting, or supervisory staff working less than .5 FTE.
- Each LPH SHIP partner is required to designate an evaluation point of contact (EPOC). The EPOC will be the point of contact for all evaluation communications and studies, and will coordinate reporting and locally-led evaluations. It is acceptable for LPH SHIP partners to contract out the evaluation duties. The point person should be someone who can work closely with LPH SHIP staff, partner sites, MDH OSHII evaluation staff, and MDH evaluation contractors. Identify the EPOC using Local SHIP Contacts in the SHIP Hub SharePoint site.

## Health Equity, Community Engagement, and CLT Requirements

### Health Equity and Community Engagement

The health equity and community engagement requirements are intended to build upon the previous efforts to advance equity and authentic engagement practices and continue supporting LPH SHIP partners on their health equity journey. It is also meant to reflect some, but not all, of the SHIP 2022-2025 equity and engagement planning discussions. There is more ahead as the state and local health departments work together so that all Minnesotans can enjoy conditions that support health. In SHIP 2022-2025, there will be a continued focus on demonstrating how SHIP is community-led.

### Health Equity Activities

SHIP 2022-2025 requires that LPH SHIP partners work on at least one internal and one external equity activity. These activities will be entered into the Equity and Evaluation Tracker on the SHIP Hub SharePoint site. LPH SHIP are required to select their health equity activities from the list in the *Health Equity and Community Engagement Implementation Guide* on [Basecamp](#).

These activities can be based on data sources such as the Community Health Assessment (CHA) or other data from the community. Please see the *Health Equity and Community Engagement Guide* for options of activities. Notwithstanding, LPH SHIP are encouraged to encourage to incorporate equity in all their activities.

## Community and Partner Engagement

LPH SHIP partners should budget staff time and resources for community and partner engagement efforts. Community and partner engagement should be a key part of SHIP work. Community and Partner Engagement activities will include, but are not limited to:

- Providing staff support for CLTs
- Holding meetings with potential community partners
- Participating in related coalition work
- Conducting a series of one-on-one meetings to build new relationships
- Engaging those who are the focus of the health improvement efforts (e.g., students, seniors, multi-unit housing residents, etc.)
- Childcare
- Stipends for community leaders who contribute to the work
- Translation/interpretation
- Transportation costs for CLT or other community meetings

See the *Financial Guide* for additional information. The revised guide will be released in July.

## Community Leadership Teams (CLT)

In SHIP 2022-2025, there will be a continued focus on demonstrating how SHIP is community-led.

- LPH SHIP partners are required to have a CLT that will help shape the SHIP workplans.
- CLT membership and CLT charge/charter are two ways to indicate which community members are leading SHIP efforts. CLTs should include individuals or groups from communities experiencing health disparities.
- The CLT can be a continuation of the team previously convened, or the LPH SHIP partner can build and convene a new CLT.

If convening a new CLT, consult the *Health Equity and Community Engagement Implementation Guide* on [Basecamp](#). As CLTs are developed, consider that teams could be:

- From a specific geographic location within the jurisdiction
- From populations most impacted by health inequities
- Focused on mental well-being

LPH SHIP partners may request technical assistance from MDH OSHII staff on developing their charge, recruitment strategies, and other support related to CLTs.

## CLT Charge/Charter

LPH SHIP partners are required to submit a current charge/charter for their CLT. The CLT charge/charter should include the purpose of the CLT and what the CLT might do to fulfill this purpose. It should include the level of decision-making of the CLT—whether it is an advisory group, a collaboration group, or a final decision-making group. It also could specify the CLT meeting schedule.

The CLT charge/charter should be written so that it is a useful tool for LPH SHIP partners to use to recruit CLT members. Even if the LPH SHIP partner is planning to build and convene a new CLT, they should submit the most recent CLT charge/charter with their application.

## CLT Expenses

Expenses that facilitate CLT involvement and community engagement are encouraged and should be included in the budget. Expenses include, but are not limited to:

- Childcare for community members during participation
- Transportation
- Stipends
- Staff training
- Translation and interpretation services

See the *Financial Guide* for additional information.

## Communications Requirements

LPH SHIP partners should budget staff time for the following communications activities:

- Collect and submit at least two success stories per year on statewide activity work. This may be accomplished by working with MDH Communications staff or contractors. Stories will be used in:
  - MDH Making it Better Log (required reading for LPH SHIP partners – see [https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic\\_id=MNMDH\\_272](https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_272) to subscribe)
  - SHIP biannual legislative reports
  - MDH or locally-hosted websites as case studies or best practice examples

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- Submitted to local media as press releases to highlight work happening in local areas
- Work with MDH OSHII staff to develop dissemination plans to local communities impacted by SHIP efforts (to be developed and rolled out in 2022-2023).
- Attend scheduled SHIP communications trainings or view recordings on Basecamp (up to three per year)
- Share materials in Basecamp “Communications | Media” and participate in online peer sharing communication opportunities
- Communicate with CS regarding product approval and ensure that communications pieces funded by SHIP conform to best practices and include a SHIP logo and/or an appropriate messaging on funding
- Allow MDH to use any products created with SHIP funds

## Technical Assistance and Training Requirements

MDH OSHII will offer TA&T to support LPH SHIP partners that is focused on building knowledge and capacity in the following areas:

- Foundational skill building
  - PSE
  - Equity and community engagement
  - Trauma-informed approaches
  - Facilitation
  - Communications
- Statewide activities
- Regional and statewide support

For statewide activities, each Context area (i.e., MN EATS, MN MOVES, MN CTF, MN Well-Being) will offer TA&T to support implementation.

Regional and statewide support will continue via regional trainings offered three times per year and one in-person statewide meeting per year.

In addition, MDH OSHII will be offering synchronous and asynchronous training for new (employed less than a year) and first-year (employed up to two years) SHIP coordinators. These trainings will be recorded or offered live.

Requirements for LPH SHIP partners include:



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- New staff and first year LPH SHIP coordinators are required to participate in orientation training that will include recorded and live opportunities.
- At least one staff will attend three regional trainings and one statewide meeting per year. Regional trainings and statewide gatherings may be in-person or virtual and will have a virtual option available.
- All LPH SHIP staff will participate in 16-24 hours of capacity-building opportunities per year focused on foundational skills.
- LPH SHIP staff will participate in TA&T opportunities for statewide activities selected.

## Evaluation Requirements

### Purpose

Per the SHIP statute, MDH is required to conduct a comprehensive statewide evaluation, use appropriate experimental or quasi-experimental designs,<sup>1</sup> implement a grantee monitoring and reporting system, and report to the legislature. SHIP grant recipients are required to cooperate with the statewide evaluation through data collection and reporting, evaluate their work, and modify or discontinue ineffective strategies. MDH intends to partner with LPH to conduct evaluations that tell us what is working well and what is not, and to measure the impact of locally-driven PSE work. Together we will learn more, gather data, improve the program, and tell the story of SHIP both locally and statewide.

### SHIP Reporting System

- LPH SHIP partners are required to report on the following SHIP work:
- Projects and partner site activities
- Community leadership teams and collaborative partners
- LPH SHIP staff will be expected to learn how to use REDCap and budget appropriate time for staff to become proficient REDCap data users
- LPH SHIP partners are responsible for collecting data to be included in the success stories as part of their communication requirements.

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<sup>1</sup>For more information about these study designs, visit this definition of evidence from Minnesota Management and Budget: <https://mn.gov/mmb/results-first/definitions-of-evidence/>

## Comprehensive Statewide SHIP Evaluation

Two key components of the comprehensive statewide SHIP evaluation are the MDH OSHII-led evaluations and the LPH SHIP partner local level evaluations. These evaluations will range in scope and design and use a variety of data collection methods.

### MDH OSHII-led Evaluations

In addition to REDCap reporting, LPH SHIP partners will participate in evaluations initiated and led by MDH OSHII. These evaluations will focus on selected activities that will be determined at a later date. The LPH SHIP partner's role will be to advise on the evaluation design, assist with data collection, and provide input on analysis and reporting. When participation in statewide MDH-led Evaluation is determined, LPH will be asked to enter this information into the Equity and Evaluation Tracker on the SHIP Hub SharePoint site.

### Locally-led Evaluations

LPH SHIP partners are required to conduct at least one local level evaluation during the three-year period and are encouraged to do additional evaluations. Feasible, useful, and appropriate designs will vary according to the activity and its implementation. Evaluations can be quantitative, qualitative, or multi-method. For this requirement, LPH SHIP partners will consult with the MDH OSHII evaluation team about the evaluation design before the evaluation is implemented. LPH are required to share findings with MDH OSHII via an evaluation product when the evaluation has concluded and before the grant cycle ends. Once an activity has been selected for a locally-led evaluation, LPH will be asked to enter this information into the Equity and Evaluation Tracker on the SHIP Hub SharePoint site.

Locally-led evaluations are meant to give LPH SHIP partners information about what changed as a result of the activity, and for whom. That information would then inform continuing, adjusting, or discontinuing similar activities with similar populations. Evaluation studies often find unexpected or undesired results—that's okay and is useful information for the program.

## Commercial Tobacco-Free Grounds Requirement

A Commercial Tobacco-Free Certification is required with the application. The LPH SHIP partner should indicate if its buildings and grounds are commercial tobacco-free. If not, MDH requires the LPH SHIP partner to work on policies within its own workplace.

# Application Submission

## Application Submission Process

**Application materials are due by 5:00 p.m. on August 31, 2022.**

**Application materials will be submitted through the Hub SharePoint site.** The Hub SharePoint site will start its rollout on July 18, 2022, with the goal that all LPH SHIP partners have access by July 29, 2022. Each LPH SHIP partner will be contacted by MDH OSHII during that time frame to identify who needs access and to assist in the SharePoint access steps. Once complete, each LPH SHIP partner will have a SharePoint Home Page location that will provide one area to locate all site features and reporting tools.

Throughout the SHIP 2022-2025 application process, LPH SHIP partners should contact their CS with questions or for technical assistance with completing their application. LPH SHIP partners should use their CS as a resource and as the main point of contact for application questions or technical assistance.

## Required Application Materials

Table 2 below describes all materials that make up the SHIP 2022-2025 application. These materials are located either directly in each LPH’s SHIP Hub SharePoint site or as a form in the Local SHIP Staff Basecamp project in Doc & Files SHIP Nov. 1, 2022 – October, 2025 Application Materials: <https://3.basecamp.com/3777019/buckets/4020822/vaults/5006323594>. Contact your CS if you need access. All application materials must be uploaded to or completed in your LPH’s SHIP Hub SharePoint site.

**Table 2: Application Materials Checklist**

Application Document	Description	Document Names <a href="#">(Documents Link)</a>
<input type="checkbox"/> Workplan	A workplan that is in the SHIP Hub SharePoint Site. The workplan has been updated to better fit the needs of both LPH SHIP partners and MDH staff. The workplan is a living document. MDH understands that the workplan may be modified throughout the November 1, 2022 – October 31, 2023 time period. Screens Shots of proposed workplan are included in Basecamp. Minor changes may be made before final release.	No form. Each LPH SHIP partner will be provided access via the SHIP Hub SharePoint Site.  Workplan Screenshot 1.docx  Workplan Screenshot2.docx

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Application Document	Description	Document Names <a href="#">(Documents Link)</a>
<input type="checkbox"/> Budget Form	The Budget Form is a document where LPH can show an estimate of how SHIP grant funds will be used to implement their SHIP work. Detailed instructions are found on the first tab of the Excel document.	BUDGET_TEMPLATE_SHIP_22-23.xlsx
<input type="checkbox"/> Equity and Evaluation Tracker	This tracker is for documenting both equity and evaluation activities. For the application, LPHSHIP partners will need to document the internal and external equity activities in this tracker. Once known, LPHs will enter information on state- and locally-led evaluations. Like the workplan, the tracker is a living document. MDH understands that this tracker may be modified throughout the November 1, 2022 – October 31, 2023 time period.	No form. Each LPH SHIP partner will be provided access via the SHIP Hub SharePoint Site.
<input type="checkbox"/> Community Innovation Request Form <i>(formerly known as a Variance Form)</i>	This form is only required to be submitted if LPH SHIP partner is requesting to work on a project not listed in the statewide or flexible activities list. LPHs can request to implement a community innovation activity once the statewide activities requirement has been met as indicated in the workplan.	CommunityInnovationRequestForm_2022-2025.docx
<input type="checkbox"/> Staffing Variance Request Form <i>(formerly known as a Variance Form)</i>	This form is only required to be submitted if LPH SHIP partner is requesting approval of SHIP staff working less than .5 FTE on SHIP workplan goals.	StaffingVarianceRequestForm_2022-2025.docx
<input type="checkbox"/> Community Leadership Team Narrative and CLT Charge/Charter	Provide a CLT narrative describing the plan for CLT members to advance SHIP goals and provide a CLT charge/charter, which shows purpose of Community Leadership Team.	CLTNarrativeAndChargeForm_2022-2025.docx
<input type="checkbox"/> CLT Membership	Verify that CLT membership is updated in REDCap.	No form. <a href="#">Update RedCap</a> See Appendix H
<input type="checkbox"/> Commercial Tobacco-Free Certification	LPH SHIP is required to complete the form.	CommercialTobaccoFreeCertification_2022-2025.docx

By submission of an application, the applicant warrants that the information provided is true, correct, and reliable to the best of their knowledge. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as other remedies available by law.

# Application Review

## Application Review Process

It is expected that SHIP 2022-2025 implementation will start on November 1, 2022. Application documents will be reviewed by MDH OSHII staff for clarity, completeness, and scope of work.

LPH SHIP partners may receive feedback or requests for application revisions from MDH OSHII staff. LPH SHIP partners should respond to any revision requests by making changes or submitting revised forms in the Hub SharePoint site by October 7, 2022. MDH reserves the right to adjust funding amounts to ensure the requested budget matches the proposed scope of work.

All materials submitted in response to this application will become property of the State. The provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, apply to all materials submitted in response to this application.

## Application Timeline

June 10, 2022	Application release
June 22, 2022	<i>SHIP Application Overview</i> webinar
July 18, 2022	Hub opening and release of revised <i>Financial Guide</i>
August 31, 2022 by 5 pm	LPH SHIP application due in the SHIP Hub SharePoint site
September 23, 2022	MDH OSHII staff provide application feedback
October 7, 2022	LPH SHIP application revisions due in the SHIP Hub SharePoint site
October 14, 2022	MDH OSHII staff final review and approval of LPH SHIP applications
October 31, 2022	Grant agreements and amendments are required to be signed and received by MDH
November 1, 2022	Grant implementation begins

## Questions about this application

All application materials and forms are in the [Application Folder in Basecamp](#). A SHIP Application Frequently Asked Questions (FAQ) Document will be posted in the [Application Folder in Basecamp](#) following the *SHIP Application Overview* webinar on June 22, 2022 and will be updated as needed. Send your questions to your MDH OSHII CS:

- Dan Taylor (daniel.taylor@state.mn.us) - Northeast and Southwest
- Chelsea Tufts (chelsea.tufts@state.mn.us) - Northwest and Central
- Alice Englin (alice.englin@state.mn.us) - Southeast and Metro

## Appendices

### Appendix A: Statewide Activity Description by Context

Context	Statewide Activity Description	Settings in which Statewide Activity can be Implemented (Community = Cmty, Health care = HC, Schools = Sch, Workplace = WP, Childcare = CC)				
		Cmty	HC	Sch	WP	CC
Well-being	<p><b>Social Connection</b></p> <p>This activity aims to incorporate social connection within SHIP activities by reframing policies and systems to ensure belonging. This will be done by adding social connection elements to existing activities within MN EATS, MN MOVES and MN Commercial Tobacco-Free. For example, in MN EATS Farmers Markets, social connection can be increased by adding a food ambassador, providing recipes in different languages, and/or adding community spaces for people to gather.</p>	X	X	X	X	X
Well-being	<p><b>Trauma-informed Principles (TIP)</b></p> <p>This statewide activity builds trauma-informed principles (TIP) into the settings of health care, workplace, and schools and other institutions (e.g., government agencies, community leaders, elected officials). There are many variations of TIP; however, safety, choice, collaboration, trustworthiness, and empowerment are five common principles. This statewide activity will be accomplished through State and LPH staff building capacity to conduct SHIP work through TIP and then LPH will work with their SHIP partners to ensure activities are conducted using those principles. Key components of this activity include building LPH's capacity to do public health work using TIP; integrating TIP in LPH SHIP work and supporting LPH SHIP partners to integrate TIP into their work.</p>	X	X	X	X	

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Context	Statewide Activity Description	Settings in which Statewide Activity can be Implemented (Community = Cmty, Health care = HC, Schools = Sch, Workplace = WP, Childcare = CC)				
		Cmty	HC	Sch	WP	CC
MN CTF	<p><b>Commercial Tobacco-Free Schools (CTFS)</b></p> <p>Utilizes the Whole School, Whole Community, Whole Child model to frame activities within ten different components of the school setting. Specific PSE changes include, but are not limited to, enhancing district commercial tobacco policy, implementing commercial tobacco/vaping education and curriculum, and developing systems to support cessation. Youth, family, and school staff engagement will be essential to the success of CTFS and identifying the impacts of commercial tobacco on Black, Indigenous, and Students of Color, as well as LGBTQ+ students, and will ensure that activities are equitable and grounded in anti-racism.</p>			X		
MN CTF	<p><b>Commercial Tobacco Point of Sale (POS)</b></p> <p>The Commercial Tobacco Point of Sale activity goal is to reduce youth and other targeted groups' exposure to commercial tobacco products and marketing through local ordinance changes. Together, public health professionals, community advocates, and local governments can implement policy and environmental interventions that change the way commercial tobacco is sold and marketed in the retail environment. Stronger point of sale (POS) policies can prevent youth from starting and can make it easier for current users to quit.</p> <p>In partnership with community, LPH SHIP partners will work with community stakeholders and local governments to select the Foundational or Advanced approach (details can be found in the <i>Commercial Tobacco-Free Living POS Implementation Guide</i> on <a href="#">Basecamp</a>) by updating the local ordinance. LPHSHIP partners will convene, educate, and mobilize community stakeholders to inform and educate the public and decision-makers about public health concerns related to the commercial tobacco retail environment.</p>	X				

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Context	Statewide Activity Description	Settings in which Statewide Activity can be Implemented (Community = Cmty, Health care = HC, Schools = Sch, Workplace = WP, Childcare = CC)				
		Cmty	HC	Sch	WP	CC
MN CTF	<p><b>Quit Partner Referral in a Public Setting</b></p> <p>The statewide activity, embedding Quit Partner Referrals into existing public health programs and services, allows increased opportunities to support cessation, increasing quit attempts and ultimately reducing the number of Minnesotans using commercial tobacco products. This activity allows deeper and sustainable collaboration between LPH SHIP and other LPH programs and can be well-supported by our MDH-SHIP partnership. This activity allows cessation interventions and referral that will “meet people where they are at,” through programs that are often utilized by populations experiencing commercial tobacco-related and other health disparities, with a particular focus on health equity.</p>		X			
MN EATS	<p><b>Breastfeeding in the Workplace</b></p> <p>Minnesota Statute 181.939 states employers must support breastfeeding employees with a place and time to express milk.</p> <p>This statewide activity will reduce barriers to parents returning to work by working with employers to help them follow the STEPs (Support Time Education Place) to creating a lactation support program. The STEP process includes policy implementation as well as Time to express human milk, Education of all employees regarding the workplace breastfeeding policy, and a Place free from intrusion.</p>				X	
MN EATS	<p><b>SuperShelf</b></p> <p>SuperShelf is a PSE approach that transforms food shelves using a values-based approach to create a welcoming environment in which to access healthy foods. The SuperShelf approach is</p>	X				



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Context	Statewide Activity Description	Settings in which Statewide Activity can be Implemented (Community = Cmty, Health care = HC, Schools = Sch, Workplace = WP, Childcare = CC)				
		Cmty	HC	Sch	WP	CC
	rooted in evidence-based practices and relies on collaborative partnerships between food shelves, University of Minnesota Extension SNAP-ed, and hunger relief organizations. Identifying SuperShelf as a statewide activity encourages LPH agencies to collaborate with these other agencies to transform food shelves.					
<b>MN EATS</b>	<p><b>Food Rx</b></p> <p>Food Rx is a Food is Medicine intervention that recognizes the connection between nutritious food and chronic disease and is an opportunity to link clinical and community partners. The intervention is a partnership between a health system (e.g., primary care clinic, hospital) and food system (e.g., farmers market, food shelf) in which patients are screened for food insecurity by their doctor and if screened positive, are “prescribed” fresh produce and referred to a clinic or community-based food resource to collect the produce prescription.</p>	X	X			
<b>MN MOVES</b>	<p><b>Improving Safety and Access for Active Transportation and Mobility</b></p> <p>Improving Safety and Access for Active Transportation and Mobility focuses on increasing routine physical activity through daily movement such as walking, biking, or using transit for a portion or all trips to everyday destinations. The activity addresses community policy, systems and practices that impact safety and access to active transportation in the social and built environment. The work involves continually engaging community partners to understand the barriers to safe and accessible active transportation and mobility, and with partners, work on activities such as planning, evaluation, education, encouragement, and engineering to create safe and accessible street networks for walking, biking, and transit.</p>	X				

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Context	Statewide Activity Description	Settings in which Statewide Activity can be Implemented (Community = Cmty, Health care = HC, Schools = Sch, Workplace = WP, Childcare = CC)				
		Cmty	HC	Sch	WP	CC
MN MOVES	<p><b>Safe Routes to Schools (SRTS)</b></p> <p>Safe Routes to Schools works to improve safety for youth (K-12) walking and biking to school, reduce traffic, and improve air quality near schools. The activity uses an approach that is structured around the six E's of equity, evaluation and planning, education, encouragement, engagement, and engineering. The work is conducted throughout the year in coordination with the school year, and is done through engagement with local partners, especially youth, to support SRTS planning activities and identify appropriate education, encouragement, ongoing evaluation activities, and engineering solutions.</p>			X		
MN MOVES	<p><b>Park Planning</b></p> <p>Park Planning addresses improved access to parks, trails, greenways, and open spaces, and opportunities for physical activity especially for communities experiencing the greatest barriers to access. Park Planning includes engagement to identify and designate space, along with activities that encourage sustained use and park access improvements. The work needs to address access through planning and PSE identified by community.</p>	X				

## Appendix B: Statewide and Flexible Activities by Setting

### Community Statewide and Flexible Activities

Context	Community Activity	Statewide	Flexible	Evidence Rating*
MN CTF	Point of Sale	X		P, T
MN CTF	Smoke-Free Housing		X	P
MN CTF	Outdoor Community and Cultural Spaces and Events		X	P
MN EATS	SuperShelf	X		P
MN EATS	Food Rx	X		P
MN EATS	Breastfeeding (e.g., supportive spaces and places)		X	PE
MN EATS	Community Based Agriculture		X	P
MN EATS	Community Food Assessments and Planning		X	T
MN EATS	Food and Nutrition Security		X	P
MN EATS	Farm to School, ECE, and/or Institution		X	P
MN EATS	Farmers Markets		X	P
MN EATS	Food Guidelines		X	PE, P
MN EATS	Healthy Food Retail		X	P
MN MOVES	Improve safety and access for active transportation and mobility	X		P
MN MOVES	Safe routes to schools	X		PE
MN MOVES	Park Planning	X		P
MN MOVES	Destination design and placemaking policies		X	T
MN MOVES	Transit planning and access support		X	T
MN MOVES	Safe routes to food		X	T
MN MOVES	Support vision zero policies		X	T
MN MOVES	Local planning (includes zoning, land use, and comprehensive planning)		X	PE
MN MOVES	Bicycle-friendly or walk-friendly certification (e.g., businesses, cities, campuses)		X	T
MN MOVES	Bicycle sharing program		X	T
MN MOVES	Cultural liaisons in parks		X	T
MN Well-being	Build trauma-informed principles into institutions (e.g., government agencies, community leaders, elected officials)	X		TBD
MN Well-being	PSE activity related to social connection and/or belonging within a community setting	X		TBD
MN Well-being	Innovative WB activities developed through the six steps		X	TBD

\*Proven effective (PE), promising (P), or theory-based (T) as defined by the Results First Initiative. See Appendix D for more information on these ratings.

## Childcare Statewide and Flexible Activities

Context	Childcare Activity	Statewide	Flexible	Evidence Rating*
MN EATS	Breastfeeding (e.g., supportive spaces and places)		X	PE
MN EATS	CACFP Guidelines		X	PE
MN EATS	Farm to ECE		X	P
MN EATS	Food Guidelines		X	P
MN Well-being	Incorporate social connection within SHIP activities through reframing policies and systems to ensure belonging	X		T
MN Well-being	Innovative WB childcare activities developed through the six steps		X	TBD

\*Proven effective (PE), promising (P), or theory-based (T) as defined by the Results First Initiative. See Appendix D for more information on these ratings.

## Health Care Statewide and Flexible Activities

Context	Health Care Activity	Statewide	Flexible	Evidence Rating*
MN CTF	Behavioral Health Settings: Tobacco-Free Grounds and Tobacco Treatment Integration		X	PE, P
MN CTF	Health Care settings: Quit Partner eReferral Integration		X	PE, P
MN CTF	Public Health Settings: Quit Partner Referrals (such as, but not limited, to WIC, FHV, mental health services)	X		PE
MN EATS	Food Rx	X		P
MN EATS	Baby Café		X	PE
MN EATS	Supporting Students with Chronic Conditions (for example, oral health, food allergies, disordered eating, pre/diabetes)		X	PE
MN MOVES	Exercise is Medicine (for example, Exercise Rx, ParkRx, Physical Activity as a Vital Sign)		X	P, T
MN Well-being	Incorporate social connection within SHIP activities through reframing policies and systems to ensure belonging.	X		T
MN Well-being	Build trauma-informed principles into health care organizations	X		T
MN Well-being	Community-Clinical Linkages for ACES		X	T
MN Well-being	Health Literacy Interventions		X	P
MN Well-being	Support Telehealth and Telemedicine		X	PE
MN Well-being	Community Health Workers / Patient Navigators		X	P
MN Well-being	Healthy Brain Initiative		X	P
MN Well-being	Healthy Lifestyle Change Programs		X	PE
MN Well-being	Innovative health care WB activities developed through the six steps		X	TBD

\*Proven effective (PE), promising (P), or theory-based (T) as defined by the Results First Initiative. See Appendix D for more information on these ratings

## Schools Statewide and Flexible Activities

Context	School Activity	Statewide	Flexible	Evidence Rating*
MN CTF	Commercial Tobacco-Free Schools (such as youth engagement, alternatives to suspensions, cessation promotion, grounds)	X		P
MN EATS	Breastfeeding (e.g., supportive spaces and places)		X	PE
MN EATS	Food and Nutrition Security		X	T
MN EATS	Comprehensive Framework for Addressing School Nutrition Environment and Services (e.g., school meals, time for lunch, smart snacks, water access, healthy eating learning opportunities, staff role modeling, food and beverage marketing, celebrations and rewards, school nutrition and the social and emotional climate and learning)		X	PE, P
MN MOVES	Safe Routes to Schools	X		PE
MN MOVES	Comprehensive School Physical Activity Program (such as physical education, physical activity before and after school, physical activity during the day, family and community engagement, staff involvement)		X	PE, P
MN MOVES	Outdoor Classrooms		X	T
MN Well-being	Incorporate social connection within SHIP activities through reframing policies and systems to ensure belonging	X		T
MN Well-being	Build trauma-informed principles in schools	X		P
MN Well-being	School-Based Social and Emotional Climate		X	PE, P
MN Well-being	School Counseling, Psychological, and Social Services (CPSS)		X	PE, P
MN Well-being	Innovative WB school activities developed through the six steps		X	TBD
MN Well-being	School Health Services to support students with chronic conditions, such as asthma, disordered eating, oral health, and diabetes (e.g., community-clinic linkages, health literacy interventions, support telehealth and telemedicine, community health workers)		X	PE

\*Proven effective (PE), promising (P), or theory-based (T) as defined by the Results First Initiative. See Appendix D for more information on these ratings.

## Workplace Statewide and Flexible Activities

Context	Workplace Activity	Statewide	Flexible	Evidence Rating*
MN CTF	Ensure commercial tobacco-free workplaces (e.g., grounds and cessation promotion)		X	P
MN EATS	Breastfeeding friendly workplaces (e.g., breastfeeding friendly health departments)	X		P
MN EATS	Community Supported Agriculture (CSA)		X	P
MN EATS	Workplace gardens		X	T
MN EATS	Farmers markets		X	PE
MN EATS	PSE work supporting healthy food in vending, cafeterias, and snack stations		X	PE
MN EATS	Healthy beverage access (e.g., water stations, vending, cafeterias)		X	T
MN MOVES	Workplaces support active transportation connected to the workday		X	PE
MN MOVES	Workplaces support regular movement throughout the day		X	T
MN MOVES	Bicycle-Friendly or Walk-Friendly Certification (e.g., businesses, cities, campuses)		X	P
MN Well-being	Incorporate social connection within SHIP activities through reframing policies and systems to ensure belonging	X		P
MN Well-being	Build trauma-informed principles into workplaces	X		PE, P
MN Well-being	Optimize support for employees' well-being through PSE work: examples include flexible scheduling, paid family leave, telecommuting, create calming spaces for employees, training the trainer on mental health first aid, peer support networks, sharing circles, and imbedding well-being practices into orientation		X	P, T

\*Proven effective (PE), promising (P), or theory-based (T) as defined by the Results First Initiative. See Appendix D for more information on these ratings.

## Appendix C: Funding Award Table

November 1, 2022 - October 31, 2023

LPH SHIP PARTNER	SFY23 AWARD
ANOKA	\$ 670,478
BENTON	165,522
BLOOMINGTON-EDINA- RICHFIELD	416,007
BLUE EARTH	208,958
BROWN-NICOLLET-LE SUEUR- WASECA	296,049
CARLTON-COOK-LAKE-ST. LOUIS- AITKIN-ITASCA-KOOCHICHING	665,264
CARVER	259,488
CASS	147,788
CHISAGO	189,787
COUNTRYSIDE (BIG STONE-CHIPPEWA-LAC QUI PARLE-SWIFT-YELLOW MEDICINE)	173,535
CROW WING	205,614
DAKOTA	782,859
DES MOINES VALLEY (COTTONWOOD-JACKSON- NOBLES)	192,621
DODGE-STEELE	194,826
FARIBAULT-MARTIN- WATONWAN	196,445
FILLMORE-HOUSTON	166,227
FREEBORN	151,652
GOODHUE	177,598
HENNEPIN	1,140,712
HORIZON (DOUGLAS-GRANT- POPE-STEVENSON-TRAVERSE)	211,361
KANABEC-PINE-ISANTI-MILLE LACS	302,408
KANDIYOHI-RENVILLE	196,173
MEEKER-MCLEOD-SIBLEY	224,095
MINNEAPOLIS	769,838
MORRISON-TODD-WADENA	218,738
MOWER	165,751
NORTH COUNTRY (BELTRAMI-CLEARWATER- HUBBARD-LAKE OF THE WOODS)	231,994
OLMSTED	349,247
PARTNERSHIP4HEALTH (BECKER-CLAY-OTTER TAIL- WILKIN)	393,531
POLK-NORMAN-MAHNOMEN	173,070

LPH SHIP PARTNER	SFY23 AWARD
QUIN (KITTSOON-MARSHALL- PENNINGTON-RED LAKE- ROSEAU)	179,584
RAMSEY/ST. PAUL	977,350
RICE	208,019
SCOTT	328,759
SHERBURNE	250,700
STEARNS	354,048
SWHHS (LINCOLN-LYON-MURRAY- PIPESTONE-REDWOOD-ROCK)	224,631
WABASHA	135,823
WASHINGTON	514,487
WINONA	185,809
WRIGHT	314,614
<b>TOTAL</b>	<b>\$13,311,460</b>

## Appendix D: Evidence Levels Based on Results First Initiative

Minnesota Management and Budget (MMB) uses the Results First Initiative to evaluate state-funded programs. The MDH OSHII evaluation team consults with MMB to ensure the SHIP program is evaluated using appropriate designs. Please review this page from MMB about types of evaluations, ratings of evidence, and qualifying evaluations.

MMB created the table below to define the evidence ratings per the Results First Initiative (MMB, n.d.):

**Table D-1. Impact on Outcomes – Definitions**

Rating	Description
Proven Effective	A Proven Effective service or practice offers a high level of research on effectiveness for at least one outcome of interest. This is determined through multiple qualifying evaluations outside of Minnesota or one or more qualifying local evaluation. Qualifying evaluations use rigorously implemented experimental or quasi-experimental designs.
Promising	A Promising service or practice has some research demonstrating effectiveness for at least one outcome of interest. This may be a single qualifying evaluation that is not contradicted by other such studies but does not meet the full criteria for the Proven Effective designation. Qualifying evaluations use rigorously implemented experimental or quasi-experimental designs.
Theory Based	A Theory Based service or practice has either no research on effectiveness or research designs that do not meet the above standards. These services and practices may have a well-constructed logic model or theory of change. This ranking is neutral. Services may move up to Promising or Proven Effective after research reveals their causal impact on measured outcomes.
Mixed Effects	A Mixed Effects service or practice offers a high level of research on the effectiveness of multiple outcomes. However, the outcomes have contradictory effects. This is determined through multiple qualifying studies outside of Minnesota or one or more qualifying local evaluation. Qualifying evaluations use rigorously implemented experimental or quasi-experimental designs.
No Effect	A service or practice rated No Effect has no impact on the measured outcome or outcomes of interest. Qualifying evaluations use rigorously implemented experimental or quasi-experimental designs.
Proven Harmful	A Proven Harmful service or practice offers a high level of research that shows program participation adversely affects outcomes of interest. This is determined through multiple qualifying evaluations outside of Minnesota or one or more qualifying local evaluation. Qualifying evaluations use rigorously implemented experimental or quasi-experimental designs.
Category of Services	These services represent groupings of settings, assessments, tools, and processes that a client may receive dependent on need. If the parent rating is Theory Based, some of the services within the



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Rating	Description
	category may be evidence-based, but the services have not been studied holistically. If the parent rating is something other than Theory Based, there is at least one qualifying study that assessed the effectiveness of the services holistically.
Culturally-informed intervention	Research shows that evidence-based policies may not be equally effective for all communities. Moreover, many communities have built their own programs, imbued with culturally-specific context. These programs often have practice-based evidence on effectiveness, but that evidence does not yet use qualifying research designs. We have attempted to note these programs and their own evidence.

## Appendix E: SHIP Hub SharePoint Site

### Purpose

The SHIP Hub SharePoint site is an online platform for managing and reporting on SHIP grants. The release time frame for the system will begin on July 18, 2022, with the goal of all LPH SHIP partners having access by July 29, 2022. Each LPH SHIP partner will have their own separate area to report, manage, and submit information. Several reporting components (see the “Grant Monitoring” section) including the SHIP workplan, LPH SHIP partner staff contacts, and other data trackers will be managed in SharePoint lists, creating database collections of this information. Information collected in this method will be easy to view, sort, share, and capable of being updated in real time. The Hub SharePoint site also includes a document submission library for each LPH SHIP partner to submit documents such as budgets, success stories, and the SHIP 2022-2025 application.

Overall, the Hub SharePoint site will provide LPH SHIP partners and MDH OSHII a more consolidated and streamlined system for managing and reviewing SHIP grant work. One benefit will be the ability to have all LPH SHIP workplans rolled into one combined list that is searchable and sortable. Workplan project summaries and contact information can then be shared with LPH SHIP partners via the Hub SharePoint site.

The Hub SharePoint site has been built on the Microsoft SharePoint platform which is supported by Microsoft and the State of Minnesota information technology services and provides the option to expand the range of services and capabilities over time.

### Expectations for Working in the Hub

- LPH SHIP partners will be expected to obtain access to the Hub SharePoint site with the use of a Microsoft email account, which is typically linked to most work email addresses; however, a new account may need to be created.
- LPH SHIP partners will be expected to budget appropriate time for staff to learn how to use the Hub SharePoint site and to become proficient Hub SharePoint site users.
- LPH SHIP partners will be expected to use the Hub SharePoint site for several reporting components as prescribed in this application.

## Appendix F: Glossary of Terms

**Activities:** A specific approach within a Context and Setting. For example, Healthy Snacks During the School Day is an activity of MN EATS (the Context) in Schools (the Setting).

**Change:** The process of modifying policies, systems, and/or environments in a sustainable way that promotes equitable health outcomes for everyone.

**Childcare setting:** A setting where a group of young children (of any ages between six weeks and age six or kindergarten entry) are cared for or educated.

The following are examples of childcare settings, also called early care and education settings or early childhood programs:

- Childcare centers
- Head Start programs
- Early Head Start programs
- Preschools
- (Licensed) Family childcare
- (Legally unlicensed) Family, Friend and Neighbor (FFN) care
- School-based programs serving children younger than school-age, including School Readiness and Early Childhood Special Education (ECSE) programs

**Commercial tobacco exposure\*:** Exposure to side-stream smoke (i.e., the smoke released from the burning end of a cigarette), exhaled mainstream smoke (i.e., the smoke exhaled by the smoker, also called secondhand smoke) and/or third-hand smoke (i.e., the toxic residue from cigarette smoke that remains after the smoker has finished smoking).

**Commercial tobacco-free\*:** The absence of cigarettes, chewing tobacco, snuff, snus or related commercial tobacco products, and their residue, including smoke and spittle.

**Commercial tobacco use\*:** Smoking, chewing, or snuffing tobacco or commercial tobacco-related products.

\*Commercial tobacco includes manufactured tobacco and related products (i.e., not traditional sacred, medicinal, spiritual, and ceremonial use of tobacco) regardless of delivery form.

**Comprehensive approach:** Working on all possible Context areas (i.e., Healthy Eating, Active Living, Commercial Tobacco-Free, and Well-being) within one site.

**Community:** A diverse group of people whose connections and relations are shaped by geography, shared resources, needs, experiences, culture, and/or shared environments in settings such as workplaces, schools and organizations.

**Community engagement:** The process of working collaboratively with groups of people who are affiliated by geographic proximity, special interests, or similar situations with respect to issues affecting their well-being. Effective community engagement is critical because the way work is done with communities can advance or hinder health.

**Community Innovation Form:** Previously known as a Variance Form. This form is required to be submitted for any proposed work outside of the statewide and flexible activities lists. Statewide activities requirements are required to be met prior to this form being submitted.

**Context:** Previously known as behavior. Context areas include MN EATS, MN MOVES, MN CTF, and MN Well-being.

**Environmental change:** A change in the settings and spaces within which people live, work, study, play, pray, and organizations operate, that are both tangible (for example, physical structures, “the built environment”) and intangible (for example, having cultural, social, or economic dynamics).

**Flexible activity:** An activity that is not required and can be implemented in multiple settings.

**Health care setting:** Any setting where a provider of health services or health information practices. The following are considered health care settings:

- Alternative medicine
- Behavioral health or mental health facilities
- Chiropractic clinics
- Clinics/community clinics
- Community health worker service agencies
- Dental clinics
- Health care specialists
- Hospitals/health systems
- Local public health
- Long-term care/skilled nursing facilities
- Maternity centers
- Migrant health services

- Optometry clinics
- Outpatient primary care clinics
- Pediatric clinics
- Pharmacies
- Physical therapy clinics
- Podiatrists
- Public health clinics
- Student/School Health Services
- Visiting nurse association
- WIC offices
- Women's health/OB-GYN clinics

**Health equity:** Everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health, such as poverty or discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care.

**Health inequity:** A particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.

**Layering:** Working on two or more Context areas at one partner site. Some examples: a health care clinic working on workplace wellness, point of sale (POS) work covering both the healthy eating and commercial-free tobacco behaviors, schools implementing both student and staff healthy eating and active living, a specific geographic area is targeted with multiple SHIP behaviors. These are a few examples of ways to layer SHIP to increase the impact and synergistic effect of the work.

**LPH SHIP partner (Local Public Health SHIP):** This phrase is used in place of “grantee” and will be defined as Community Health Boards that are awarded SHIP funding through a grant agreement for the period of November 1, 2022 through October 31, 2025.

**Partner Engagement:** The intentional involvement of decision-makers and program partners in the design and implementation of SHIP activities. Partners may include but are not limited to schools, affiliated organizations, community gardens, and settings.

**Partner Site (or Site):** A local organization where SHIP activities are implemented, such as a school or workplace.

**Policy:** Laws, ordinances, resolutions, mandates, regulations, organizational guidelines, rules, or practices. Policies are in writing; set expectations that people and organizations will follow them, and they are enforceable beyond relying on social and cultural norms.

Subtypes of policies include:

- Public policy: A set of agreements about how government shall address societal needs and spend public funds that are articulated by leaders in all three branches of government and embedded in many different policy instruments (e.g., ordinances and resolutions).
- Organizational policies: A set of rules and understandings that govern behavior and practice within a business, nonprofit or government agency.
- Regulatory policies: Rules and regulations created, approved, and enforced by governmental agencies, generally at the federal or state level.

**Policy, systems, and environmental change (PSE):** Designed to encourage, discourage, or drive decisions and behaviors of people and organizations. SHIP's PSE work aims to support and advance sustainable changes in policies, systems and environments that will help Minnesota achieve equitable health outcomes for everyone.

**Practice:** Unwritten policies, such as deeply-rooted customs or consistently-followed practices. They set expectations that people and organizations will follow them and typically are enforced through social and cultural norms. For MDH work, people and organizations are encouraged to translate practices into written policies.

**School setting:** Includes all areas of the property under the jurisdiction of the school that are accessible to students and staff during the school day. This includes but is not limited to classrooms, school nutrition services, and areas that are owned or leased by the school and used at any time for school-related activities. Additionally, it includes areas on the outside of the school building such as parking lots, areas adjacent to the school building such as routes for walking and biking to school, athletic fields and/or stadiums, and school buses or other vehicles used to transport students.

The following are examples of the school setting:

- Public kindergarten through 12th grade
- Private kindergarten through 12th grade
- Alternative schools
- After-school programs

- School-aged childcare

**Settings:** Health care, community, schools, workplace, childcare

**Systems change:** A change in the processes, procedures, relationships, and power structures in a community or organization; the way organizations and communities operate or do their work.

**Staffing Variance Form** – This form is required to be submitted for any SHIP staff working less than .5 FTE on SHIP. Accounting, supervisory and office support staff are exempt from this requirement.

**Statewide activity:** A required activity found in one of four Context areas. The number of statewide activities required depends on the tier.

**Well-being:** The combination of social, economic, environmental, cultural, and political conditions identified by individuals and their communities as essential for them to flourish and fulfil their potential (Wiseman and Brasher, 2008). Mental health is also an important part of well-being and includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make healthy choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood (CDC).

**Workplace setting:** A location, permanent or temporary, where an employee performs work or work-related activities. Workplaces includes the building, grounds and any company-owned vehicles and may include employees who work remotely, or any combination of a hybrid work arrangement. The following are examples of the workplace setting:

- Offices
- Manufacturing plants
- Retail
- Food service
- School (employees)
- Transportation
- Wholesale
- Agriculture
- Construction
- Health care and long-term care (employees)
- Hospitality
- Remote worker locations

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**Workplan project:** Any single statewide or flexible activity or combination of statewide and/or flexible activities that are carefully planned to achieve specific SHIP policy, system, and/or environmental goals (PSE). Projects will include reporting elements to gather summary and detailed information about the activities and PSE accomplishments. When more than one activity is combined within a single project those activities should have a well-defined connection as they relate to the setting(s) and/or Context areas. Activities that do not have a well-defined connection should be entered in the workplan as separate projects.



## Appendix G: List of Acronyms

<b>CHA</b>	community health assessment
<b>CHB</b>	community health board
<b>CLT</b>	community leadership team
<b>CTF</b>	commercial tobacco-free
<b>CTFS</b>	commercial tobacco-free schools
<b>CS</b>	community specialist (MDH OSHII)
<b>ECE</b>	early childhood education
<b>EPOC</b>	evaluation point of contact (LPH SHIP)
<b>FTE</b>	full-time equivalent
<b>LGBTQ+</b>	lesbian, gay, bisexual, transgender, queer, plus
<b>LPH</b>	local public health
<b>MDH</b>	Minnesota Department of Health
<b>MMB</b>	Minnesota Management and Budget
<b>OSHII</b>	Office of Statewide Health Improvement Initiatives
<b>POS</b>	point of sale
<b>PSE</b>	policy, systems, and environmental change
<b>TA&amp;T</b>	technical assistance and training
<b>TIP</b>	trauma-informed principles
<b>WB</b>	well-being

## Appendix H: REDCap

REDCap is an online survey tool and database used to streamline data collection across the state used in for reporting and monitoring in SHIP

(<https://redcap.health.state.mn.us/redcap/index.php?action=myprojects>) and thus will need to time budgeted for these activities. If you need access to REDCap, contact your CS.

### Username and Passwords

A username and password are required to access REDCap. To sign up for a REDCap account, please enter your information into this form:

<https://redcap.health.state.mn.us/redcap/surveys/?s=YPCFJ788YD>

**REDCap Username:** Your REDCap username will be your email address with the “@” replaced with a “.” *Example Username: jane.doe@state.mn.us (email) → jane.doe.state.mn.us (username)*

**REDCap Password:** You set your own password. LPH SHIP partners who have an account with REDCap but have forgotten their username or password should email the OSHII Evaluation and Research Team at [Health.SHIP.eval@state.mn.us](mailto:Health.SHIP.eval@state.mn.us). *Do not* click on “Forgot your password?” on the “REDCap Log In” page.

The *most common* reason why a password does not work is because the wrong username is entered. Usernames are your email address with the “@” replaced with a “.”

**How to Set a Password Recovery Question in REDCap:** If you have double-checked your username, the following will instruct you on setting a password recovery question.

Once you have logged into REDCap, you can go to the right-hand corner of the REDCap Homepage (aka, not in a specific REDCap project), and click on “My Profile.” On the “My Profile” page, you will see a button to click to reset password recovery question. After you click that button, follow the instructions on the screen. This will allow you to reset your password should you forget it later.