



**PUBLIC HEALTH
DIVISION**



**MATERNAL &
CHILD HEALTH**

Request for Applications (RFA):

Wyoming Maternal Mortality Review Committee Support

Contents

- Contents** 2
- Background** 3
- Purpose** 3
- Timeline** 3
- Resources** 3
- Scope of Services** 4
 - Option A: Abstraction Services 4
 - Option B: Family Interviewer 5
 - Option C: Implement and Manage Community Action Team 6
- Application** 7
 - Key Dates 8
 - Submission 8
 - Scoring 8
 - Application Contents 9

Background

In 2019, the Wyoming Department of Health Public Health Division (WDH-PHD), Maternal and Child Health (MCH) Unit partnered with the Utah Department of Health & Human Services (UT DHHS) to apply for Centers for Disease Control and Prevention (CDC) funding to establish a Utah-Wyoming (UT-WY) Joint Maternal Mortality Review Committee (MMRC). Since 2023, the MCH Unit has been independently funded by the CDC to conduct the Wyoming responsibilities of the Joint UT-WY MMRC. The new five-year cycle of funding is expected to begin October 1st, 2024.

The UT-WY MMRC's goal is to reduce maternal mortality rates in both Utah and Wyoming. The UT-WY MMRC is housed within the UT DHHS Maternal and Infant Health Program and the WDH-PHD MCH Unit, Women and Infant Health Program (WIHP). MMRC members include medical practitioners, social workers, public health nurses, toxicologists, mental health providers, community leaders, Medicaid medical directors, etc.

Maternal mortality includes deaths occurring during pregnancy or within one year of the end of pregnancy. Information about an identified case of maternal death is gathered from death and birth certificates, medical records, autopsy reports, and other pertinent sources of information. Records are abstracted by a trained abstractor, and de-identified case summaries are presented to and reviewed by the MMRC.

This review process is intended to be educational and prevention-oriented. The goals of the committee's reviews and associated maternal mortality work are to:

- Identify trends and risk factors for pregnancy-related deaths in Utah and Wyoming
- Identify preventable risk factors
- Develop recommendations or strategies for prevention or intervention.

Purpose

The MCH Unit seeks applications from organizations capable of supporting the Wyoming MMRC in abstraction, family interviewing, and the development and maintenance of a Community Action Team. Applicant(s) may apply to conduct all services or only apply for a single option. The MCH Unit may issue more than one grant award under this RFA. If more than one award is made, selected applicants should expect to collaborate as necessary or relevant to ensure all services are satisfactorily met.

Timeline

This RFA opportunity is for a five-year cycle from October 1st, 2024 until September 30th, 2029.

Resources

Maximum annual funding available for this project is \$220,000. Applications exceeding this amount will not be considered. As applicants are allowed to apply for one or all services, an approximate budget breakdown by service is:

- Option A: Abstraction services – \$25,000.00
- Option B: Family interviewer – \$25,000.00

- Option C: Community Action Team - \$170,000.00

Funding is contingent upon federal allocations and may be reduced or eliminated. The MCH Unit reserves the right to negotiate with any applicant the final awarded amount and deliverables. The MCH unit will provide training, evaluation, and technical assistance throughout the contract period.

Scope of Services

The MCH Unit, WIHP is seeking three services under this RFA, for which applicants can apply:

- Option A: Abstraction
- Option B: Family Interviewer, and
- Option C: Community Action Team

Preference will be given to applicants who can provide two or more of these services combined. The selected applicant(s) will be expected to work closely with the MCH Unit to carry out the services.

Option A: Abstraction Services

This service is expected throughout the five-year cycle, with an anticipated five to seven (5-7) cases abstracted per year. Applicant(s) who wish to apply for this option should include in their application an experience and skills section which reflects the applicant(s)' skills and experience to provide this service. Applicant(s) should create a workplan demonstrating the following duties for the first year of service: October 1st, 2024 to September 30th, 2025.

Duties

1. Complete required training and professional development to include, but not limited to:
 - a. CDC provided abstractor training
 - b. MCH provided abstractor process training
 - c. Review and follow provided abstractor manuals
 - d. Monthly attendance at CDC abstractor office hours
2. Complete all Wyoming Department of Health required training for the MMRC, including but not limited to:
 - a. Health Insurance Portability and Accountability Act (HIPAA) training to ensure protection and confidentiality of all information accessed for abstraction services
 - b. Enter into a Business Associate Agreement as a condition of the grant award
3. Request records for maternal death within two (2) weeks of being notified of a new maternal case by MCH Epidemiology. The templates and process will be provided by the MCH Unit. Requested records may include, but are not limited to:
 - a. Medical and hospitalizations records

- b. Coroner reports and autopsies
- c. Emergency medical service records
- d. Social services records

Records may be requested from hospitals, medical records, social service providers, coroners, law enforcement agencies, and additional providers based on the nature of each case.

4. Abstract records for review within twenty-four (24) months of death. Records may include death certificates, birth certificates, fetal death certificates, medical and hospitalization records, autopsies, and social service records.
5. Develop a case narrative and summary for review within twenty-four (24) months of death.
6. Complete appropriate abstraction forms, case summary, and enter all necessary information into the Maternal Mortality Review Information Application (MMRIA).
7. Attend Wyoming MMRC planning meetings twice a month virtually.
8. Attend bi-monthly MMRC meetings virtually.

Skills

1. The Abstractor should be able to demonstrate their skill or experience in taking medical terms and translating into plain language. Abstractors generally have a medical background, including but not limited to: RNs, MAs, midwifery, medical scribes, etc.
2. The Abstractor should be skilled and experienced in outreach communication to obtain the needed documents and records for abstraction. They should be self-motivated and able to problem solve in the event there is difficulty finding the needed records.
3. The Abstractor should demonstrate skill or experience investigating all possible sources of information on a case.
4. The Abstractor should be skilled and experienced with summarizing and presenting data, case narratives, and other relevant information to the MMRC. This includes being able to respond to questions in a manner that maintains de-identification and confidentiality.
5. Abstractors must have proficient computer skills, including data entry experience and ability to navigate a variety of electronic medical record systems.
6. The Abstractor should have the ability to serve as an objective, and unbiased manner; not looking to assign blame.
7. The Abstractor should demonstrate understanding of social determinants contributing to maternal mortality.

Option B: Family Interviewer

This service is expected throughout the five-year cycle, with an anticipated five to seven (5-7) cases requiring an interview per year. Applicant(s) who wish to apply for this option should include in their application an experience and skills section which reflects the applicant(s)' skills and experience to provide this service. Applicant(s) should also create a workplan demonstrating the following duties for the first year of service: October 1st, 2024 to September 30th, 2025.

Duties

1. Complete required training and professional development to include, but not limited to:
 - a. CDC-provided Family Interviewer training
 - b. Cultural sensitivity training
 - c. Review and follow provided Family Interviewer manuals
 - d. Monthly attendance at CDC Family Interviewer office hours
 - e. Training on MMRCs and how family interviews fit into the process
 - f. Ongoing interview training (e.g., communication techniques, safety procedures).
2. Complete all Wyoming Department of Health required training for the MMRC, including but not limited to:
 - a. Health Insurance Portability and Accountability Act (HIPAA) training to ensure protection and confidentiality of all information accessed for abstraction services
 - b. Enter into a Business Associate Agreement as a condition of the grant award
3. Collaborate with Abstractor on requested records for maternal death within two weeks of being notified of a new maternal case by MCH Epi. Requested records should include documents that contain next of kin or emergency contact information.
4. Family Interviewer should develop, in collaboration with the WIHP, a process for contact, a purpose statement for interviews, an informant interview guide, and an informed consent form before participants are contacted and interviewed. All templates and procedures for these items will be provided by the WIHP.
5. The Family Interviewer will work with the WIHP to get Institutional Review Board (IRB) approval for questions that will be used during the informant interview.
6. Family Interviewers should work to complete interviews in a timely manner when a maternal case is identified, but also have sensitivity and flexibility when scheduling and interviewing participants about a case.
7. Collaborate with Abstractor to complete the case summary and narrative.
8. Complete appropriate family interview forms, and enter all necessary information into the Maternal Mortality Review Information Application (MMRIA).
9. Family Interviewer will debrief with the WIHP Manager within one week following each interview.
10. Attend Wyoming MMRC planning meetings twice a month virtually.
11. Attend bi-monthly MMRC meetings virtually.

Skills

1. The Family Interviewer should have skill or experience in qualitative interviewing techniques and empathetic communication.
2. The Family Interviewer should have skill or experience in bereavement support and ability/knowledge to offer any needed follow-up resources for participants.
3. The Family Interviewer should have skills or experience in outreach, communication, and education.
4. The Family Interviewer should be able to identify and either request or practice self-care for themselves as needed during the interview process of a case.
5. The Family Interviewer should have skill in remaining objective and unbiased when interviewing. The applicant should go into detail about how they will use their experience and skill to avoid bias as much as possible. (Examples include; nonverbal bias, variable questioning bias, etc.)
6. The Family Interviewer should demonstrate understanding of social determinants contributing to maternal mortality.

Option C: Implement and Manage Community Action Team

This service is expected to occur throughout the five-year cycle. There is not an existing Community Action Team (CAT). Applicant(s) will be asked to establish and maintain one. Applicant(s) who wish to apply for this option should include in their application an experience and skills section which reflects the applicant(s)' skills and experience to provide this service. Unlike previous options, this section will require the majority of the proposed budget and may include a team of individuals. Applicant(s) should create a workplan demonstrating the following duties for the first year of service: October 1st, 2024 to September 30th, 2025.

Duties

1. The CAT staff should outreach, onboard, train and support members. CAT members should represent those in the community that can take the MMRC recommendations into action. Members should include, but are not limited to:
 - a. Those who **have the political will and financial resources** to create and implement large scale systems change
 - b. Those who **can define or communicate a community perspective** on how best to create those desired changes in the community
2. Develop and implement CAT member forms and templates. Guidance will be provided by the WIHP.
3. Convene community meetings, approximately one month after the MMRC meeting (every other month).
4. CAT staff will be required to guide members in selecting priority MMRC recommendations for implementation. The WIHP will collaborate with CAT staff in sharing information about capacity.

5. CAT staff will be responsible for providing subawards for implementation of projects or initiatives addressing the recommendations. CAT staff will create applications, advertise applications, and contract with selected applicants to implement chosen recommendations. CAT staff will work with WIHP in selecting applicants.
6. CAT staff will be responsible for monitoring implementation of annual projects based upon chosen recommendations.
7. CAT staff will leverage membership to act on recommendations that can be easily implemented without subawards or with minimal funding.
8. CAT staff will work to enhance credibility and visibility of issues, and inform the medical provider community and the broader community of the need for specific actions with presentations, written reports, etc. The CAT Staff will work with WIHP to get these approved by the WDH-PHD.
9. CAT staff will work with the community and medical providers to implement interventions to improve services, resources, and quality of care.

Skills

1. The CAT staff should have skills and experience in outreach and engagement including, but not limited to member onboarding.
2. The CAT staff should have experience managing community groups of volunteers: including, but not limited to:
 - a. scheduling meetings and facilitating meetings
 - b. driving action and implementation
 - c. leveraging members’ networks and strengths to implement change
3. The CAT staff should have experience managing subawards including application creation, contracting, monitoring, and evaluation.
4. The CAT staff should be passionate about improving maternal health outcomes at the county level and preventing maternal mortality across the state of Wyoming.

Application

Key Dates

Description	Date	Time
RFA Released	1/2/2024	N/A
Q&A Responses Posted to Website	Continuously as needed	N/A
Applications Due	2/23/2024	5:00 PM MST
Application Scoring	3/8/2024	5:00 PM MST

Applicant Interviews Start (for those who progress past scoring)	3/18/2024	Various
Tentative Award Date	4/1/2024	N/A
Tentative Work Begins	10/1/2024	N/A

Submission

Applications shall be submitted to: natalie.hudanick1@wyo.gov no later than the deadline described above.

Scoring

The applications will be evaluated on the following criteria. Applicant(s) should have the following sections in their application.

<u>FACTOR</u>	<u>POINTS POSSIBLE</u>
<p>Option Choice: Applicants should clearly state which option(s) they are applying for.</p>	0-5
<p>Background: Previous experience with similar projects. History of the organization and how it relates to maternal health, outreach, and community engagement.</p>	0-10
<p>Qualifications and Skills: Qualifications, experience, and capacity of the applicant, in general; and capacity of staff to deliver the requested services. Qualifications and skills clearly align with the selected option(s).</p>	0-30
<p>Workplan: Work reflects the duties outlined per service option. Workplan(s) clearly align with the selected option(s).</p>	0-30
<p>Budget: Itemized budget properly details costs and includes narrative justification. Costs are reasonable for delivery of services and did not exceed the total resources available per option.</p>	0-25

Application Contents

Organization Information

- Organization’s Legal Name:
- Primary Contact (name, title, phone, and email):
- Mailing Address:

Tax ID Number
UEI Number:
Website:
Name and Title of Authorized Signatory:

Option Choice (5 points)

Briefly describe which scope of service(s) you are applying for.

Background (10 points)

In four pages or less, please describe your organization’s background and familiarity with similar projects by responding to the following:

1. Please describe your organization’s history and experience working with diverse populations, groups, and communities (such as rural communities, minoritized populations, disabled populations) in the context of outreach, implementing public health initiatives, and collaborating.
2. Please describe your organization’s history and experience working to improve maternal health outcomes.
3. Please share relevant examples of similar projects, services, or products your organization has delivered previously. You may include links to other projects/products your organization has produced and/or references for other entities your organization has provided similar services to in the past. References should include contact information for someone at the reference entity who has experience with the project.

Qualifications and Skills (30 points)

In seven pages or less, please describe your organization’s qualifications, experience, and capacity by responding to the following:

1. Directly reference the duties and skills listed under the option(s) the applicant(s) applied for. A good application will reflect the organizations qualifications, capacity, and experience to carry out the duties, with the desired skills.
2. Please describe your organization’s experience with the scope of service(s) you are applying for (abstraction, family interviewer, Community Action Team).
3. Please describe your organization’s capacity and staffing plan to deliver the service(s) applied for. If you are an educational institution, please also describe how faculty and students might be actively engaged in the project.

Work Plan (30 points)

Please provide a work plan for each of the scope of services you are applying for. The template below is required. At minimum, the work plan should include:

- Activities/duties
- Responsible Party
- Completion Date.

Workplan (Template)		
Option (Scope of Service listed here)		
Activities/Duties	Responsible Position/Party	Completion Date

Budget (Total 25 points)

Please provide a detailed annual budget and justification for the first year of service: October 1, 2024 to September 30, 2025. The template below can be used or adapted. At minimum, the budget should include:

- Required staffing costs
- Subawards through the Community Action Team
- Project management and grant administration costs

BUDGET JUSTIFICATION (TEMPLATE)
--

Salaries and Wages <i>Justification:</i>	\$Total
Fringe Benefits <i>Justification:</i>	\$Total
Supplies <i>Justification:</i>	\$Total
Travel (include items such as mileage or other transportation, lodging, meals/per diem) <i>Justification:</i>	\$Total
Other Categories <i>Justification:</i>	\$Total
Subawards <i>Justification:</i>	\$Total