



LeadingAge Minnesota
September 5, 2019

HCBS Employee Scholarship Grant Program

Sonya Borgeson-Bethke

Grant Manager, Office of Rural Health and Primary Care

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

HCBS Employee Scholarship Grant Program

Agenda for Webinar

- Provide overview of the Home and Community-Based Services (HCBS) Employee Scholarship Grant Program
- Review key features of grant program
- Provide overview of grant application process
- Review key elements of grant application process

HCBS Employee Scholarship Grant Program

- Overall goal: To help address HCBS workforce recruitment & retention issues
- Authorized by Minnesota Statutes Section 144.1503
“purpose of assisting qualified provider applicants to fund employee scholarships for education in nursing and other health care fields”
- Grants awarded annually via competitive process

HCBS Employee Scholarship Grant Program

Qualified Provider Applicant

- Is located in Minnesota
- Primarily provides services to individuals who are 65 years of age and older in home and community-based settings
- Is one of the following licensed providers:
 - Housing with services establishment as defined in MN Statute 144D.01, subd. 4
 - Adult day care facility as defined in MN Statute 245A.02, subd. 2a
 - Home care services provider as defined in MN Statute 144A.43, subd. 3
- Offers an in-house employee scholarship and/or training program to its staff, or is in the process of developing a scholarship/training program

HCBS Employee Scholarship Grant Program

Parameters for Employee Scholarships

- Scholarships must be for courses or degrees directly related to **caregiving roles** within the HCBS field.
- Trainings must be related to **caregiving** and cannot be trainings required for licensure of the facility.
- Coursework or training required to maintain an employee's current certification or licensure is **ineligible**.
- Scholarship recipient must be employed in a **caregiving role** and must work an average of **at least 16 hours per week** for the grantee organization while receiving the scholarship.

HCBS Employee Scholarship Grant Program

Eligible Courses of Study

- Directly related to the delivery of patient or client care in HCBS settings
- Nursing programs (CNA, LPN, RN, BSN)
- Occupational therapy, physical therapy, social work

HCBS Employee Scholarship Grant Program

Eligible Training

Client care-related trainings *above and beyond* those required for licensure of the organization

- Dementia care training
- Job-related English as a Second Language

HCBS Employee Scholarship Grant Program

Examples of eligible programs and trainings:

[Educational Resources for Grantees and Scholarship Recipients](#)

HCBS Employee Scholarship Grant Program

Eligible Expenses

All expenses must be directly related to the employee's coursework or training and may include:

- Employee tuition
Tuition may be paid directly to the educational institution (by grantee) or reimbursed (by grantee) to the employee upon completion of the course
- Course-related textbooks or fees
- Childcare expenses while the employee is attending classes
- Mileage reimbursement
- Training consultant fees

HCBS Employee Scholarship Grant Program

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Administrative expenses to manage the grant
- Employee wages, fringe benefits or stipends while the employee is attending school
- Courses or training required to maintain an employee's current certification or licensure
- Out-of-state travel or lodging
- Supplies or equipment that are not directly related to classes/coursework of scholarship recipients
- Capital improvements

HCBS Employee Scholarship Grant Program

Common Question about Allowable Grant Expenses:

Can grant funds be used to pay off existing student loans?

Answer: No, the funds must be used for education or training that occurs during the grant period, and no grant-funded activities can begin until a fully executed grant agreement is in place.

HCBS Employee Scholarship Grant Program

Important Note about Grant Awards:

Reimbursement is the method for making grant payments.

Reimbursement is made to the grantee organization (not to employees, schools or training programs). A progress report is required with each reimbursement request, and proof of payment must be provided for each expense to be reimbursed.

HCBS Employee Scholarship Grant Program

Other Common Questions:

[Frequently Asked Question about the HCBS Grant, August 2019](#)

HCBS Employee Scholarship Grant Program

How to Apply for an HCBS Employee Scholarship Grant:

- Thoroughly review [FY 2020 Home and Community–Based Services \(HCBS\) Employee Scholarship Grant RFP](#)
- Review and complete [FY 2020 Home and Community–Based Services \(HCBS\) Employee Scholarship Grant Forms](#)
- Review and complete [Due Diligence Form](#)

HCBS Employee Scholarship Grant Program

Required Forms and Attachments:

Form 1 – Organization Eligibility Questionnaire and Employee Information

Form 2 – Application Checklist

Form 3 – Business Information and Signature

Form 4 – Client Information Summary

Form 5 – Narrative (attach up to 5 pages of narrative)

Form 6 – Budget Summary

Form 7A – Employee Tuition Budget and/or Form 8A – In-house Employee Training Budget

Form 7B – Employee Tuition Budget Explanation and/or Form 8B – In-house Employee Training Budget Explanation

Due Diligence Review and Financial Questionnaire (include attachments per instructions)

Current Financial Statement (to demonstrate solvency of organization)

Proof of Active Licensure or Registration

HCBS Employee Scholarship Grant Program

Form 5 – Narrative

Attach a narrative (five pages maximum), using the bullets provided as a guide. Narratives should be in 11 or 12-point font, double-spaced, paginated, formatted with adequate margins and no longer than five (5) pages.

HCBS Employee Scholarship Grant Program

A. Please describe the applicant organization/facility, its clients and its staff

- Describe your organization's history, location, service area and any partnerships.
- Describe the clients served, including their age range and other demographics, as well as any unique characteristics or circumstances.
- Describe your organization's staffing and administrative structure.
- Describe your organization's caregiving staff and any concerns regarding retention and turnover.

HCBS Employee Scholarship Grant Program

B. Please describe the need for an employee scholarship program

- Describe the educational or training needs of your organization's caregiving staff.
- What need(s) does/will a scholarship program address?
- Describe any characteristics of the organization's caregiving staff and/or clientele that demonstrate a need for a scholarship program.
- Describe any business circumstances that demonstrate the need for a scholarship program.

HCBS Employee Scholarship Grant Program

C. Please describe your proposed scholarship program

- Does your organization currently offer a scholarship program? If so, please describe existing program and how grant funds would be utilized (i.e., will grant support current scholarship program or new/different scholarship program?).
- Has your organization received previous funding from the HCBS Employee Scholarship Grant Program? If so, please indicate year(s) and amount(s) of grant award(s). Please highlight any successes and describe how new funding would be utilized. Describe any changes you propose to an existing program.
- If you are proposing a new scholarship program, please describe your organization's capacity or experience to develop and administer such a program.
- For the proposed scholarship program, please describe the process for selecting recipients. How will the organization determine which employees are eligible? How will eligible employees learn about scholarship opportunities? What are the selection criteria for scholarship recipients?

HCBS Employee Scholarship Grant Program

- Please describe the degree/diploma/licensure programs and/or trainings your proposed scholarships will fund. If specific courses of study and/or trainings are known, please identify; otherwise, provide examples of programs/trainings that your employees might pursue. If scholarships will be utilized for specific educational institutions, programs, or trainers, please identify and explain why they have been selected.
- What are the degrees, certificates or credentials you expect employees to obtain through scholarships?
- How will the courses of study/training funded by scholarships help your organization recruit and retain employees?
- How will the courses of study/training improve care for the clients served by your organization?
- How will the scholarship program contribute to a well-trained HCBS workforce in Minnesota?
- Do you have other sources of funding for proposed scholarships? If so, please explain briefly.

HCBS Employee Scholarship Grant Program

Form 6 – Budget Summary (for 2-year period)

Categories	HCBS Employee Scholarship Grant Funds Requested
Employee Tuition Scholarships* (provide additional information in FORMs 7A and 7B)	\$40,000
In-house Employee Training Scholarships** (provide additional information in FORMs 8A and 8B)	\$10,000
TOTALS:	\$50,000

HCBS Employee Scholarship Grant Program

Form 6 – Budget Summary

Employee tuition scholarships* pay for eligible costs associated with courses and trainings that individual employees take at an educational institution, and could also include costs for attending conferences. **Employees' salaries, fringes or stipends while attending school or conferences are not allowable expenses for the HCBS Employee Scholarship grant funds.

***In-house employee training* means contracting with a trainer to train a group of employees.

HCBS Employee Scholarship Grant Program

Form 7A – Employee Tuition Budget (for 2-year period)

Scholarship title	Name of educational institution or course provider	Number of recipients	Cost per recipient	Total cost
1. Certified Nursing Assistant (CNA)	Rasmussen College (or institution with similar program)	6	\$2,100	\$12,600
2. License Practical Nurse (LPN)	St. Cloud Technical and Community College (or institution with similar program)	3	\$4,855	\$14,565
3. Trained Medication Aide (TMA)	Pine Technical and Community College (or institution with similar program)	1	\$2,910	\$2,910
4. Bachelor of Social Work	St. Cloud State University (or institution with similar program)	1	\$9,925	\$9,925
TOTALS:		11		\$40,000

9/5/2019

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

23

HCBS Employee Scholarship Grant Program

Form 7B – Employee Tuition Budget Explanation

1. Certified Nursing Assistant (CNA)

6 employees will receive \$2,100 each to obtain their CNA credentials. The breakdown of costs for each recipient will be as follows:

Tuition: \$1,500

Textbooks, school fees, childcare, mileage: \$600

TOTAL FOR EACH RECIPIENT: \$2,100

2. Licensed Practical Nurse (LPN)

3 employees will receive a \$4,855 scholarship each to obtain their LPN degree at St. Cloud Technical and Community College. The breakdown of costs will be as follows:

Tuition: \$3,500

Textbooks, school fees, childcare, mileage: \$1,355

TOTAL FOR EACH RECIPIENT: \$4,855

9/5/2019

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

24

HCBS Employee Scholarship Grant Program

Form 8A – In-house Employee Training Budget (for 2-year period)

Title of training	Training provider (name of person or institution coming in to provide training)	Estimated number of employees attending training	Number of training sessions	Cost per training session	Cost per training type
1. Advanced Dementia Training	XYZ Trainers	15	2	\$2,500	\$5,000
2. Wound Care Training	ABC Board of Wound Care Management	10	1	\$3,000	\$3,000
3. First Aid Training	American Red Cross	10	1	\$2,000	\$2,000
TOTALS:		35	4	N/A	\$10,000

9/5/2019

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

25

HCBS Employee Scholarship Grant Program

Form 8B – In-house Employee Training Budget Explanation

1. Advanced Dementia Training by XYZ Trainers

15 employees will go through two sessions of Advanced Dementia Training provided by XYZ Trainers. Each session costs \$2,500. At the end of the last session, participants will be tested and will receive certificates of training completion. XYZ Trainers specializes in patient-centered dementia and Alzheimer's education for service providers of the elderly population. The website of XYZ Trainers is _____, and their training website is _____

2. Wound Care Training by a trainer from the ABC Board of Wound Care Management

10 employees will attend Wound Care Training in a 3-hour session. Training will involve simulation exercises, and each participant will receive a certificate of training completion. A quote of \$3,000 for the training session has been obtained from ABC Board of Wound Care Management.

3. First Aid Training by American Red Cross

10 employees will participate in a basic first aid training provided by the local American Red Cross chapter. The cost of the 2-hour training is \$2,000.

9/5/2019

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

26

HCBS Employee Scholarship Grant Program

Review Process:

Funding will be allocated through a competitive process with review by stakeholders with knowledge of the HCBS field. The review committee will evaluate all eligible and complete applications received by the deadline.

HCBS Employee Scholarship Grant Program

Selection Criteria and Weight:

The review committee will be reviewing each applicant on a 100-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

HCBS Employee Scholarship Grant Program

Selection Criteria and Weight:

- Demonstrated ability of the applicant to administer a scholarship program – 20 points
Does the application demonstrate that the organization has the capacity or experience to administer a scholarship and/or training program for its employees? Does the application adequately define the process by which scholarships will be made available and recipients selected?
- Demonstrated need for an employee scholarship program – 20 points
Does the application identify the need for a scholarship program? Does the application include data and other information about the organization's employees and their need for training or furthering their education? Do the organization's clientele and/or business circumstances demonstrate the need for a scholarship program?

HCBS Employee Scholarship Grant Program

Selection Criteria and Weight:

- Applicability of courses of study/trainings – 40 points
Will the proposed courses of study/trainings to be funded by scholarships contribute to a well-trained HCBS workforce in Minnesota?
Will the proposed courses of study/training help recruit and retain employees in the applicant agency or the HCBS field?
To what extent will the courses of study/training enhance employees' skills with client care in a HCBS setting and improve care for the clients served by the organization?
- Reasonableness of the budget– 20 points
Given the courses of study/trainings, educational institutions, duration of courses and other expense descriptions, are the dollar amounts reasonable for each individual scholarship? Are there enough details to substantiate the costs?

HCBS Employee Scholarship Grant Program

**Deadline for submission:
Friday, September 27
4pm**

****follow instructions in RFP****

HCBS Employee Scholarship Grant Program

Questions?

Thank you.

Sonya.Borgeson-Bethke@state.mn.us

651-201-3895

WWW.HEALTH.MN.GOV