

## **Care for Staff - FAQ**

### **Q: How much money is allocated to the Continuing Care Staff Mental Health (CCSMHS) project?**

As part of Budget 2023, \$2.5M was allocated to support continuing care staff mental health. To maximize the funding and ensure the greatest number of staff can be supported, contracted continuing care home operators and home care providers can apply for grant funding up to \$24,000.

### **Q: How was ACCA selected as the grant administrator?**

A Request for Expressions of Interest was sent to a limited number of stakeholders. ACCA was selected after careful review of all the submissions. We are grateful to ACCA for their willingness to partner and take on the administration of this project.

### **Q: What is the *Care for Staff* program?**

Care for Staff is the mental health support program funded by the \$2.5M Continuing Care Staff Mental Health Supports (CCSMHS) project grant announced in early October 2023, by Minister Adriana LaGrange.

### **Q: Who is eligible for funding under the Care for Staff program?**

All AHS-contracted continuing care home and hospice operators and home and community care providers are eligible to apply for this program.

### **Q: Do I need to be an ACCA member to be eligible?**

- No, all AHS-contracted continuing care home and hospice operators and home and community care providers, regardless of membership with the ACCA, are eligible to apply for this program.
- ACCA members will not receive additional priority or preference for funding.

### **Q: What is a Quick Intervention Project (QIP)?**

A Quick Intervention Project (QIP) is an operator-delivered, Care for Staff-approved and funded project that aims to improve staff satisfaction and mental health with quick impact, completed within six to nine months after approval.

### **Q: Who can participate in a QIP?**

Any staff member working at the site can participate in its QIP. It is not limited only to clinical staff members.

**Q: I have a unique, innovative project proposal, can it be eligible for funding?**

It MAY be eligible as long as it conforms to QIP eligibility requirements:

- Proof that staff/participants were engaged in the design of the QIP.
- QIP is evidence-based.
- QIP meets the quick impact guideline.

**Q: How do I involve staff in selecting the project?**

Operators can involve staff in selecting its QIP in different ways, including, but not limited to:

- Staff meetings/townhalls where staff input is gathered.
- Staff surveys/polls.
- Similar activities where participants of proposed QIP would have been engaged in its design.

**Q: How do I provide evidence for my project?**

- Evidence of efficacy of a proposed project can be submitted in the form of attached documents, as part of the proposed project's application.
- In many cases, such evidence of effectiveness can be found in published and unpublished reports, news articles, and journal articles.
- In some cases, experience – whether formally recorded and published or not – is a source of such evidence (although generally most such experience can be correlated with something in published materials). In this case, the applicant needs to provide a proper explanation as to why their experience can be used as evidence.

**Q: Are there any ineligible purchases?**

Care for Staff is NOT intended to fund:

- Purchase/lease of hardware
  - Capital purchases are not permitted. The purchase of materials, hardware, supplies, equipment, etc. must align with the purpose of the grant project (i.e. be focused on improving staff mental health) with the purchase of an individual item must not exceed \$5,000.
  - Please reach out to [careforstaff@ab-cca.ca](mailto:careforstaff@ab-cca.ca) if you have questions about capital/hardware purchases.
- Purchase/subscription of software
  - Software purchases must align with the intent of the grant (i.e. be focused on improving staff mental health) and the licensing period should not significantly extend beyond the term of the grant project.
  - Please reach out to [careforstaff@ab-cca.ca](mailto:careforstaff@ab-cca.ca) if you have specific questions about software purchases.
- Salaries and benefits (including additional paramedical premiums) of staff

**Q: My application was declined, where can I seek information about next steps to resubmit or appeal?**

A three-member Advisory Committee has been setup to resolve appeals to decisions related to QIP applications. Appeal requests can be sent to [careforstaff@ab-cca.ca](mailto:careforstaff@ab-cca.ca).

**Q: How were the funding amounts for the Care for Staff QIPs determined?**

The Continuing Care Staff Mental Health Supports (CCSMHS) grant is only the first step in a multi-step process to improve work environments and mental health supports approach for CC staff. The goal of the Care for Staff program, which is funded by CCSMHS grant, was to get the funding out to the operators/service providers as soon as possible so that they could start supporting their staff mental health. Feedback from CC operators and associations was incorporated in determining the funding amounts for this project.

**Q: How long will the application process take?**

- Providing the application is COMPLETE with all required information attached, we aim to process and provide an assessment of an application within five (5) business days.
- We aim to respond to any inquiry within two (2) business days.

**Q: What information do I need to have ready to complete my application?**

- A completed online application
- Attached documentation that satisfies the staff engagement and evidence-based requirements
- Attached cost estimate (budget) or receipt for payment documentation verifying the amount requested or for reimbursement

**Q: How soon can I expect funds to be transferred, if approved?**

- Once the funding agreement is executed, the transfer of funds will be dependent on the how the approved QIP would like to receive funds, and the financial institutions involved
- Care for Staff is committed to transfer funds to approved recipients in the most timely fashion

**Q: Can I use this funding to reimburse a program I already have in place?**

Ideally, projects will be new but if all the other program criteria is met (i.e. evidence based, and evidence that staff were consulted), ongoing or completed QIPs will be considered for reimbursement, providing that the QIP commenced, the eligible expense took place AFTER July 1, 2023.

**Q: Can I pool funding with another operator/provider?**

Yes, we encourage collaboration or the pooling of funding between applicant sites. The “lead” applicant site can apply for a project that benefits multiple eligible sites. The funding maximum will be calculated based on the aggregate total of the expected number of participants.

**Q: How many projects can one site apply for?**

- Each applicant site is eligible to receive funding for one (1) QIP.
- However, an eligible site may be the beneficiary recipient of multiple QIP. For example, Site A may apply and receive funding for a QIP that focuses on leadership training for participants working at Sites A, B & C. At the same time, Site A maybe the beneficiary of a Site C-led QIP (application made, and funding received by Site C), that focuses on workload management.

**Q: Will there be other opportunities for funding mental health supports?**

In [Budget 2023](#), the Government of Alberta allocated funding to support continuing care staff mental health over 3 years.

**Q: Who can I contact if I have trouble with the application process**

Any inquiry related to the Care for Staff program can be directed to [careforstaff@ab-cca.ca](mailto:careforstaff@ab-cca.ca)

**Q: Who can I provide feedback to on the Care for Staff program?**

A post-project survey will be sent out to all approved QIPs, and Care for Staff is open to taking feedback by email throughout the program via [careforstaff@ab-cca.ca](mailto:careforstaff@ab-cca.ca)

**Q: Where can I hear more about other projects being funded?**

ACCA will be sharing occasional updates to the Continuing Care Alliance meetings. If you want more information, please contact ACCA at [info@ab-cca.ca](mailto:info@ab-cca.ca).

**Q: Will there be a community of practice created to share learnings**

This is currently under consideration as a next step. If you have suggestions, please email [continuingcare@gov.ab.ca](mailto:continuingcare@gov.ab.ca) with the subject line Staff Mental Health Community of Practice.

**Q: How will the participant survey results be used?**

The results from the participant survey will form some of the reporting data for Alberta Health (AH). They will also form the lessons-learned for the CCSMHS grant, which would provide AH with guidance in terms of similar future funding support designs and decision-making.