**CARES State Scholarship Application**

**Background**Through the support of the American Red Cross (ARC) and the American Heart Association (AHA), CARES is able to provide a limited number of scholarships. The scholarship funds must be allocated to support the position of the state coordinator for a one to two-year time period, depending on need. To be considered for the scholarship stakeholders must complete the application below and be able to pay the $15,000 annual state subscription fee to CARES. The numbers of scholarships are limited and will be dependent on the FTE support needed from each applicant. Please see the [CARES map](https://mycares.net/sitepages/map.jsp) for current state participants.

**Directions**Please read this application in its entirety, complete the questionnaire and sign the document. All completed Scholarship Applications should be returned **by April 1, 2020** to Allie Crouch, the CARES Director of Operations & Strategic Planning at [ajpark4@emory.edu](mailto:ajpark4@emory.edu)**.** Please contact Allie Crouch with any questions or concerns.

**Application Overview**  
State Participation Overview  
CARES state participation requires three key elements: 1) a state coordinator 2) an annual subscription fee of $15,000 and 3) group of local stakeholders who manage/lead participation. The state coordinator could range from 0.5 FTE to 1.0 FTE, depending on the size and complexity of the state. The state coordinator is responsible for training local EMS agencies and hospital contacts on the CARES data entry and audit process, as well as overseeing local data collection and audit feedback. (See sample job description at the end of the application). The $15,000 is an annual fee that is invoiced by calendar year to align with the CARES reporting process. The stakeholder group oversees the position of the state coordinator, drives plans for local implementation and rollout and provides ongoing oversight of state participation.

Criteria to Apply

* You must be a new state participant to the CARES Program.
* You must be able to pay the $15,000 annual fee. This can be pro-rated based on when state participation begins.
* You are confident that you can collect funds to support the state coordinator in subsequent years once the scholarship ends.
* You have identified a human resources “home” for the state coordinator.
* You are able to commit to regular conference calls with CARES staff to report progress on state expansion and the collection of future funds for the state coordinator position.

Parameters  
A scholarship is not guaranteed by completing this application. Your application will be reviewed to determine need and if you meet the criteria listed above. Your potential to be a future, paying participant as well as the commitment of the individual/stakeholder group will be taken into consideration. The number of applications that CARES can award is dependent on the FTE needs of the applicants as well as the duration of the scholarships.

**Questionnaire**

***Instructions: Please type your responses in the free text area of each section. Feel free to add as many lines as needed for your responses.***

**1) Contact Information**  
  
Name of Organization/Individual/Stakeholders applying for Scholarship:

Name of Potential HR Home for the state coordinator:

**2) Payment of Annual Fee**

Please explain what funds will be used to pay the annual subscription fee for this year and subsequent years.

**3) Expectation of Future Payment for State Coordinator Position**  
  
If you are awarded a scholarship, this only applies for one to two calendar years. Please state your preference for the duration of scholarship below. Please consider that one-year scholarships may be easier to award than two-year scholarships.

What avenues are you considering for funding the state coordinator position in the future? Have there been any commitments to date? Please describe all efforts that are relevant.

**4) Details regarding the HR home for the state coordinator**

Please explain your plans for hosting the state coordinator. What infrastructure is in place? How much FTE will you dedicate to the role? Who will oversee the position?

**5) Plans for state roll-out**  
  
Please share any initial plans you may have regarding state roll-out and/or expansion. Please include any relevant information regarding local EMS organization (i.e. regional councils, oversight agencies, advisory boards, etc.).

**6) Other Information**  
  
Please share any other information that you think would be valuable to know about your efforts towards pursuing state participation. (Ex: Do you have a person in mind for the state coordinator position? Are you considering quality improvement efforts in parallel with data collection?)

**7) Signatures**

**Individual Completing the Application**

Name:

Signature:   
  
  
Date:

**Stakeholder Signature #2**

Name:

Signature:   
  
  
Date:

**Stakeholder Signature #3**

Name:

Signature:   
  
  
Date:

**Stakeholder Signature #4**

Name:

Signature:   
  
  
Date:

**Stakeholder Signature #5**

Name:

Signature:   
  
  
Date:

**Stakeholder Signature #6**

Name:

Signature:   
  
  
Date:

**Stakeholder Signature #7**

Name:

Signature:   
  
  
Date:

**Stakeholder Signature #8**

Name:

Signature:   
  
  
Date:

*\* Please include more signatures lines as needed*

**CARES State Coordinator Job Description**

**Overview**: Designs, implements, coordinates, oversees and provides technical support for all aspects of the CARES program in your state. Serves as liaison to CARES Oversight staff and works with other groups and organizations participating in the program or seeking knowledge of the program. Maintains complete and accurate program records. Conducts program research and ensures that the preparations of mandatory operational and statistical reports are fact-based. Performs related responsibilities as required:

* Assists with data analysis in the CARES databases
* Work with CARES Oversight staff to help implement the CARES Program in our state.
* Provide training and oversight for participating communities to ensure consistency in the data collection, auditing and reporting processes.
* Outreach to potential project partners in local, regional healthcare as well as community-based partnerships, which may require episodic domestic travel.
* Work with CARES Oversight Staff in generating reports and other data requests on schedule.
* Coordinate communications and meetings with CARES partners and participating EMS agencies and hospital contacts.
* Responsible for coordinating the daily operational tasks that are needed for the maintenance of participating and future sites.
* Troubleshooting database errors and software system issues.
* Establish and coordinate the CARES data sharing committee for the state and field requests for regional and state data.

Additional responsibilities would include the dissemination of information in the form of manuals, data definitions, publications, online meetings, telephone conference calls, and emails to maintain the data collection and review process for each participating EMS agency, hospital, and dispatch center in your state.

The coordinator will also need to communicate general findings and updates in CARES progress/development to the key stakeholders in the state and program participants. The coordinator will review essential information regarding an agency’s system configuration, determine the appropriate means of data collection, and conduct site-specific training sessions with EMS and hospital personnel.  The coordinator will work with local system administrators to ensure compliance with data-entry schedules, resolve access/password issues, update agency, hospital, and first responder accounts and information.

**Skills:** Experience with program coordination, experience working with Emergency Medicine Departments, experience with large data files and analysis, experience working with people from different healthcare disciplines, strong communication skills – both written and oral, ability to work independently and in a team environment, and experience with data and project management.

**Education:** A bachelor’s degree in public health, or related discipline, will be a minimum requirement for the position. Computer proficiency with software applications including MS Word, Excel, Power Point and basic statistical applications will also be necessary.