



State of California—Health and Human Services Agency  
**Department of Health Services**



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Director

ARNOLD SCHWARZENEGGER  
Governor

November 26, 2003

CHDP Information Notice No.: 03-P

TO: ALL CHILD HEALTH AND DISABILITY PREVENTION (CHDP)  
PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL  
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)  
BRANCH STAFF AND REGIONAL OFFICE STAFF

SUBJECT: CHDP ASTHMA PROJECT: APPLICATIONS FOR TRAINING AND  
COMMUNITY – SPECIFIC ASTHMA PROJECTS

The CHDP Asthma Project has funds available for local CHDP programs to use for training and educational events provided to help improve the quality of asthma assessment, diagnosis and treatment in young children. Also, local CHDP programs can use the funds to support development, modification and/or procurement of asthma information and educational materials for asthma anticipatory guidance. The CHDP Asthma Project is sponsored through funding from the California Children and Families Commission (CCFC) and, therefore, activities must focus on children under the age of five years. All trainings must include special consideration of this population.

Enclosed is a detailed document, entitled CHDP Asthma Project Guidance, which provides information about these funds and how to apply for them. CMS Branch has identified two major categories of support for the CHDP Asthma Project: 1) Professional Asthma Training and Education and 2) Community-Specific Asthma Education Projects. All funded activities will need to include information on the CHDP Gateway and the CCFC School Readiness Initiative.

Local CHDP programs will submit one to two page applications for the regional asthma trainings and/or community-specific asthma education projects to CMS Branch for review and approval. CMS Branch is in the process of establishing a contract with California State University, Sacramento (CSUS), College of Community Education to procure asthma-related trainings, educational events, and education materials and services for local CHDP programs.

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After the contract is executed, CSUS will arrange for, and procure training support and education services at the direction of, and in collaboration with CMS Branch. Local CHDP programs will be able to provide asthma trainings and educational services to CHDP providers and other community asthma partners without having the local CHDP budgeted adjusted.

The enclosed brief training and project applications will be due no later than mid-January. Approval and funding are anticipated by the end of January, pending a fully executed contract with CSUS. All local CHDP programs will need to have funding for trainings and projects committed by early-May in order to assure that service orders can be processed prior to June 30, 2004. A brief, one-page evaluation project report on these activities will be due by June 30, 2004, and will be used to report outcomes to CCFC.

If you have any questions or would like technical assistance about participating in this project, please contact Nancy Snyder, at (916) 327-2408 and by email, at [nsnyder@dhs.ca.gov](mailto:nsnyder@dhs.ca.gov) or Julie Linderman, at (916) 323-8092 and by email, at [jlinderm@dhs.ca.gov](mailto:jlinderm@dhs.ca.gov).

Thank you for your continued interest and support in reducing asthma morbidity and improving the quality of life for children with asthma and their families.

Sincerely,

**Original Signed by Maridee Gregory, M.D.**

Maridee A. Gregory, M.D., Chief  
Children's Medical Services Branch

Enclosures

**CHDP Asthma Project  
Community-Specific Asthma Project Application**

**LOCAL CHDP PROGRAM CONTACT INFORMATION:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Title: \_\_\_\_\_ FAX: (    ) \_\_\_\_\_  
County/City: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICATION INSTRUCTIONS:** Complete one application for each community-specific asthma project. Please attach the following information to this cover page. Limit the application narrative to **no more than two (2) pages – e. g. one application page and one additional page.**

**DESCRIPTION of the Community-Specific Asthma Project:** Provide a brief description of the project. Attach information on: 1) the connection of the project to local asthma activities (if any) and to young children (required), and 2) the timeline or date for the proposed activity.

1. **Project Title:**
2. **Proposed Asthma Activities:** (For community-specific trainings, attach training objectives, format, curriculum and other details to this application. Refer to the CHDP ASTHMA PROJECT GUIDANCE and specify the activities that your program will provide and those that you request CMS Branch/CSUS to provide.)
3. **Target Population:**
4. **Number to be served:**

**Budget for Community-Specific Asthma Projects**

**Personal Services:** (Consultants, extra help, expert presenters, graphic designers, fees, etc.)

**TOTAL \$:**

**Travel and Per Diem Total (as needed):**

1. Travel:

2. Per Diem:

**TOTAL \$:**

**Operating Expenses:** List operating expenses (please itemize – e. g. printing, meeting room/event location and accommodations, equipment, training/education materials, training/education supplies, etc.).

**TOTAL \$:**

**Indirect Expenses:** Indirect expenses are not allowable for this project.

**TOTAL PROJECT BUDGET: \$**

Approved by CMS: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
To CSUS (Date): \_\_\_\_/\_\_\_\_/\_\_\_\_

# CHDP Asthma Project Asthma Training and Education Application

## LOCAL CHDP PROGRAM CONTACT INFORMATION:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
 Title: \_\_\_\_\_ FAX: (    ) \_\_\_\_\_  
 County/City: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICATION INSTRUCTIONS:** Complete one application for each training or educational activity. Limit the application narrative to **no more than two (2) pages – e. g. one application page and one additional page.** Please refer to the **CHDP Asthma Project Guidance** for details on parameters of the training and education activities that can be funded through this application.

**Training and Education Program:** Select the training category for this training activity:

Training A.: Asthma Education and Management Training® (for nurses, health educators, etc.)  
 Training B.: CMS Branch-Coordinated Training for CHDP Providers  
 Locally-Developed Trainings: (i. e. Community-Specific Asthma Education Training)

**Continuing Education Credits (CEC):** Do you want CMSB to help arrange for CECs?  **YES**  **NO**

If yes, please select type and number of hours of CECs being offered:

- Physician CMEs: \_\_\_\_\_
- Health Educator CHESs: \_\_\_\_\_
- Other: \_\_\_\_\_
- Nursing CEUs: \_\_\_\_\_
- Pharmacy: \_\_\_\_\_
- Not offering CECs

**Training Information:** (You may use one additional page to provide required training information.)

1. **Training Title:** \_\_\_\_\_
2. **Training Date:** \_\_\_\_\_
3. **Training Location:** \_\_\_\_\_
4. **Training Objectives:** (Attach training objectives, format, curriculum and other details to this application. Refer to the CHDP Asthma Project Guidance and specify the activities that your program will provide and those that you request CMS Branch/CSUS to provide.)  
 \_\_\_\_\_
5. **Training Target Audience:** (e. g. physicians, nurses, parents, etc.)  
 \_\_\_\_\_
6. **Number to be Trained:** \_\_\_\_\_

## BUDGET for Asthma Training and Education

**Speaker(s) Fee:** \_\_\_\_\_

**Speaker(s) Travel and Per Diem:**

1. Travel: \_\_\_\_\_
  2. Per Diem: \_\_\_\_\_
- TOTAL: \$** \_\_\_\_\_

**Meeting Room and Accommodations:**

1. Meeting Room: \_\_\_\_\_
  2. AV Equipment: \_\_\_\_\_
  3. Accommodations: \_\_\_\_\_
- TOTAL: \$** \_\_\_\_\_

**Asthma Training Materials and Other Expenses:** List expenses for training materials procurement, Xeroxing, and other expenses (please itemize):  
 \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

**TOTAL TRAINING BUDGET: \$** \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 To CSUS (Date): \_\_\_\_/\_\_\_\_/\_\_\_\_

**CHDP ASTHMA PROJECT GUIDANCE**  
**for**  
**Asthma Training and Education**  
**and**  
**Community-Specific Asthma Education Projects**

The goals of the CHDP Asthma Project are to support local CHDP programs as they collaborate with local CHDP providers to:

- Implement CHDP asthma assessment and treatment referral as specified in the CHDP Health Assessment Guidelines, for young children receiving periodic health examinations,
- Provide anticipatory guidance and educational activities for children with asthma and their families, and
- Support asthma-related CHDP outreach activities.

The CHDP Asthma Project has funds available for local programs to use in implementing activities that will help achieve the CHDP Asthma Project goals. This Project is sponsored through funding from the California Children and Families Commission (CCFC) and, therefore, activities must address children under the age of five years. All trainings must include special consideration of this population. CMS Branch has identified two major funding categories that local CHDP programs can apply for including:

1. **Professional Asthma Training and Education:** provides support to local programs for training and education activities designed to increase CHDP provider knowledge and understanding in the assessment, diagnosis and treatment referral of children with asthma. The goal of these trainings is to improve the quality of asthma assessment, diagnosis and treatment in young children. Two specific professional training types are described – one targeting nurses and the other targeting physicians and other clinicians providing CHDP services. These trainings will be provided regionally in about twenty (20) locations across the State. If funding permits, more professional trainings will be offered.
2. **Community-Specific Asthma Education Projects:** provides approximately \$1,500 to each local CHDP program to support developing, modifying and/or procuring asthma information and education materials as part of asthma anticipatory guidance offered to children and their families. The funds can be used to support outreach to children with asthma, or at-risk for asthma, and their families including activities designed to raise their awareness that asthma can be controlled. Also, these resources can be used to support community asthma coalition activities that focus on reducing factors that affect asthma in young children.

All funded activities will need to include information on the CHDP Gateway and the CCFC School Readiness Initiative. Access to health insurance is essential to helping families and the child with asthma get needed medical care. Most communities have a CCFC School Readiness site that provides support to families to help children be healthy and enter school ready to learn.

- **The CHDP Gateway Connection:** CHDP Gateway provides for time-limited access to immediate health care services for children without health care coverage. It is anticipated that these trainings and activities will include discussion of the CHDP Gateway and its usefulness to uninsured children with asthma to receive time-limited, full coverage through Medi-Cal for immediate access to care and treatment.
- **The School Readiness Initiative (SRI) Connection:** As you know, good health for children with asthma requires asthma to be “controlled”. Good health is an essential element to school readiness and overall quality of life for children. The CHDP Asthma Project can be a vehicle for promoting and connecting local CHDP programs with local SRI projects and childcare providers. The CHDP Asthma Project provides an opportunity for local CHDP programs to:
  - a. Enhance communication with local SRI projects and build outreach connections for CHDP referrals – especially for children with asthma; and
  - b. Include local First 5-funded projects and SRI program staff and their affiliates in trainings, educational events, and/or community-specific projects for young children with asthma.

## **PROFESSIONAL ASTHMA EDUCATION AND TRAININGS:**

For children diagnosed with asthma, the CHDP Health Assessment Guidelines for asthma require that the provider review the child’s asthma management plan with the parent and child, update it as needed, and make medically necessary referrals to specialty care if the child’s symptom classification is moderate or severe persistent asthma and the condition warrants such referral. While the CHDP Program does not directly support treatment services, many children with temporary coverage may receive treatment from the CHDP provider. Consequently, it is essential that CHDP providers understand current asthma treatment standards and best clinical practices, especially in the young child. As asthma prevalence continues to increase, most public health nurses, school nurses, clinic nurses, etc. need to understand asthma, its treatment and how to educate parents and children about asthma. CMS Branch has developed two options for professional education and training from which the local CHDP programs may select:

### **TRAINING A: “Asthma Education and Management Training®” for Nurses:**

- **Description:** The “Asthma Education and Management Training®” is a training for nurses that includes a pre-packaged, evidence-based curriculum developed by the federal Environmental Protection Agency and Asthma and Allergy Foundation of America. Local CHDP programs may opt to co-sponsor this asthma training program that targets CHDP local clinic nurses who provide asthma anticipatory guidance and patient education. Other appropriate learners are pre-school and school nurses, public health nurses, foster care nurses, nurses affiliated with child care services, clinic nurses (especially those who work in CHDP provider offices), and health educators. Non-nursing staff are welcome but the training has a clinical focus and is designed for nurses who provide education and treatment services or support to children with asthma, especially young children, and their families.
- **Structure:** CMS Branch proposes to co-sponsor approximately ten (10) of these half-day trainings statewide, including at least one training in each CHDP region. Local programs can anticipate flexible funding to cover costs of meeting

accommodations, local training materials, registration and the provision of continuing education credits. CMS Branch will support the speaker's stipend and travel costs and general training materials. Additional trainings may be possible if actual operating expenses conserve resources. Each training can accommodate between 75 to 100 learners per session but smaller groups from rural areas will be accommodated.

- This training was successfully piloted in a collaboration with the Santa Clara County CHDP Program in May 2003. (A brochure on this training is available upon request.)

<b>Training A: Local CHDP Program Responsibilities:</b>	<b>Training A: CMS Branch Responsibilities:</b>
<ol style="list-style-type: none"> <li>1. Organize and host a local asthma training.</li> <li>2. Coordinate with CMS and CSUS to cover expenses of trainers, training site, etc.</li> <li>3. Determine the date and location for the training.</li> <li>4. Widely advertise the training including coordinating with neighboring local CHDP programs – developing a regional training model.</li> <li>5. Recommend additions to the training to meet local learners' needs.</li> <li>6. Recruit learners for the training.</li> <li>7. Provide introductory remarks and discuss the CHDP Gateway and CCFC SRI as connections that help improve access to services for children with asthma.</li> <li>8. Facilitate training sign-in and evaluation and provide host activities related to the trainings.</li> </ol>	<ol style="list-style-type: none"> <li>1. RE: Training date: CMS Branch will need to coordinate with the local program in confirming trainer availability for the best training date.</li> <li>2. Arrange for the speaker and training materials including a training packet, power point presentation, sample asthma education materials, peak flow meters for use in demonstration training activity and the hands-on training on various medication delivery devices for asthma.</li> <li>3. Coordinate with CSUS for services to be provided through CSUS.</li> <li>4. Provide registration services, as needed.</li> <li>5. Support necessary costs for the facility, audio visual equipment and meeting accommodations.</li> <li>6. Arrange for CMEs, CEUs (3.0 CEU Hours), etc. to be offered at no cost to learners.</li> <li>7. Training technical support to the local CHDP program including CHDP Gateway, CCFC SRI program and staff are available to attend trainings.</li> </ol>

**TRAINING B: CHDP Provider Trainings – For CHDP Providers:**

- **Description:** These trainings are for direct primary care providers participating in the CHDP program including physicians, nurse practitioners, and physician assistants. They are designed to help CHDP providers implement best asthma standards into their clinical practice with an emphasis on very young children. These trainings will need to have pre-established learning objectives on assessment, diagnosis and treatment of children with asthma, including persistent asthma and its more complex treatment needs. Local CHDP programs will determine the training format (e. g. “grand rounds”, CME trainings, or joint seminars with medical societies or hospitals). The trainings can be modified to meet the learner’s needs based on input from the local CHDP program, medical society and CHDP providers. The speaker will be a

board-certified asthma specialist (e. g. pediatric pulmonologist or allergist chosen by local CHDP in coordination with CMS Branch).

- **Structure:** CMS Branch proposes to support nine to ten of these “standardized trainings” for CHDP clinician providers statewide. CMS will coordinate these trainings with local CHDP programs to customize learning objectives or training content. Local programs can anticipate flexible funding to cover costs of meeting accommodations, local training materials, registration services (if needed) and the provision of continuing education credits. CMS Branch will support the speaker’s stipend and travel costs and general training materials. Additional trainings may be possible if actual operating expenses conserve resources.

<b>Training B: Local CHDP Program Responsibilities:</b>	<b>Training B: CMS Branch Responsibilities:</b>
<ol style="list-style-type: none"> <li>1. Organize and host a local training including a regional training.</li> <li>2. Determine the date and location for the training.</li> <li>3. Recommend training curriculum that targets training to the local learners needs.</li> <li>4. Identify speaker and coordinate selecting speaker with CMS Branch.</li> <li>5. Recruit learners for the training. Coordinate and solicit support from the local AAP, AAFP, CHDP program, and medical groups to encourage providers to attend.</li> <li>6. Provide introductory remarks and discuss the CHDP Gateway and CCFC SRI connection locally; improving access for children with asthma.</li> <li>7. Facilitate sign-in, evaluation and provide host activities related to the trainings.</li> </ol>	<ol style="list-style-type: none"> <li>1. RE: Training date: CMS Branch will need to coordinate with the local program in confirming trainer availability for the best training date.</li> <li>2. Assist the local CHDP program to identify and arrange for a speaker.</li> <li>3. Registration support may be provided depending on the number of learners – collaboration with local programs will determine need for this activity.</li> <li>4. Continuing education credits (CMEs, CEUs, etc.) will be provided at no, or limited cost to the learner.</li> <li>5. Training budget will support speaker costs including per diem/travel to venue, meeting room and accommodations and training materials.</li> <li>6. Trainings can be arranged for evenings or part day on weekend (probably Saturday) as desired by local programs.</li> </ol>

**COMMUNITY-SPECIFIC ASTHMA EDUCATION PROJECTS:**

There are limited funds available for asthma education materials and asthma-related activities. CMS anticipates supporting each local CHDP program with about \$1,500 for community specific asthma education projects. These funds are for local CHDP programs to use in supporting CHDP outreach and informing efforts targeted to families with children at-risk for asthma. Community-specific asthma projects must include a focus on asthma in the young child. The funds can also support the development or procurement of parent/child asthma education materials and activities for providers to use as part of the CHDP health examination for children suspected of, or diagnosed with asthma. In addition, local CHDP programs can use these funds to provide “locally-developed trainings”.

The following are some examples of potential projects:

1. Locally-Developed Asthma Trainings: Trainings must include a focus on asthma in the young child and may be provided to CHDP providers and others who care for young children with asthma including child care providers, pre-school providers, nurses in non-health care settings, parents, and recreation providers (coaches) for young children. These providers could include local CHDP referral and outreach community resources.

<b>Community-Specific Local CHDP Program Training Responsibilities:</b>	<b>CMS Branch Training Responsibilities:</b>
<ol style="list-style-type: none"> <li>1. Organize and host local training or education services.</li> <li>2. Develop the learning objectives, secure the trainer(s), locate the training venue and arrange meeting accommodations. Training must include a focus on young children with asthma.</li> <li>3. Select the speaker/trainers and arrange for their travel and per diem.</li> <li>4. Determine costs, materials, or other support for CSUS College of Continuing Education to provide.</li> <li>5. Provide introductory remarks and discuss the CHDP Gateway and CCFC SRI as connections that help improve access to services for children with asthma.</li> <li>6. Arrange for and manage continuing education credits, if offered.</li> <li>7. Facilitate training sign-in and evaluation and provide host activities related to the trainings.</li> <li>8. Distribute education and training materials.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review and approve program application for community-specific asthma education trainings developed by local CHDP programs.</li> <li>2. Fund the training including speaker stipend and travel costs, meeting venue and accommodations, and training materials development and copying, as appropriate.</li> <li>3. Provide technical support, as needed.</li> </ol>

2. Asthma Education Materials: Procure educational materials that are already developed including existing asthma print materials for providers to use in educating parents and children about asthma, especially materials that are intended for children under five years of age. Items to consider include: materials provided in the "blue accordion file" CMS Branch sent out last year, posters, brochures, web-based learning, CD-ROMs, and county developed materials. These funds can also support services to modify print materials to be county specific.
3. CHDP Informing Activities: Support CHDP informing activities focusing on asthma in young children, (i. e. health fairs, pre-school outreach, provider round tables and forums, working with local libraries to include asthma education materials).
4. Local Asthma Coalitions: Support local asthma coalition efforts that are relevant to educating young children with asthma and their parents (e. g. education materials, speaker fees and event costs on asthma education programs about indoor and outdoor air pollution and pre-school and community asthma awareness activities.)

5. Innovative Asthma Projects: Support creative education projects developed by the local CHDP program that are consistent with the CHDP Asthma Project goals. These innovative projects must be education-based. Technical assistance is available, as needed.

### **CHDP ASTHMA PROJECT APPLICATION PROCESS:**

Local CHDP programs will submit an application to CMS Branch for asthma trainings and community-specific projects for review and approval. CSUS, at the request of CMS Branch, will arrange for and procure trainings and education services as part of the CHDP Asthma Project. CMS Branch will be invoiced by CSUS for these activities. Local CHDP programs will be able to provide asthma trainings and educational services to CHDP providers and other community asthma partners having the local CHDP budget adjusted.

The following is a detailed description of the Application process for local CHDP programs to request support for asthma trainings and/or community-specific asthma education projects:

1. The local CHDP program will identify the childhood asthma training or community-specific asthma education project it wants to implement. It will complete either the Asthma Training and Education Application or the Community-Specific Asthma Education Application including a description of the project, target audience, and training/project budget and submit it to CMS Branch.
2. CMS Branch will provide technical assistance and additional guidance to local CHDP programs about completing the Application.
3. CMS Branch will review and approve the local CHDP program's application and notify the local program to proceed with the project.
4. CMS Branch will send CSUS a copy of the approved applications.
5. The local CHDP program will request CSUS to purchase or provide the trainings, educational materials or services, as described on the approved Application.
6. CSUS will arrange for the trainings or purchase/provide educational materials or services and have them provided/delivered to the local CHDP program. This interaction will require direct communication between CSUS and the local program to assure smooth processing of services. CMS Branch will provide close support to CSUS, as needed, during this aspect of the project.
7. CSUS will invoice CMS Branch for the purchase/service orders including attaching documentation of the trainings, materials, and services procured and arranged.
8. Local CHDP programs will submit a one-page summary report to CMS Branch for evaluation purposes (on a yet-to-be-developed form). The report will include the numbers served by the trainings and projects, the types of educational materials procured and distributed, and the final costs of the project. Local CHDP programs will be encouraged to describe successes and key findings from these activities for future program development.

### **TIMELINE**

1. Late-November: Local CHDP programs will receive application forms to request asthma trainings and community-specific asthma education projects in mid-November.

2. Mid-January: Applications will be due no later than mid-January for approval by the end of January.
3. Mid-May: All trainings and projects will need to have funding committed by early-May in order to assure that service orders can be processed prior to June 30, 2004.
4. June 30, 2004: A brief evaluation/project outcome report will be due by June 30, 2004 and will be used to report outcomes to the California Children and Families Commission and to plan future activities in this area.

## **Conclusion**

CMS Branch staff are available for technical assistance on all aspects of this project and hope that this process makes support for asthma-related activities feasible and accountable. This effort is intended to support local CHDP programs as they implement activities that help CHDP providers improve the quality of life and decrease asthma morbidity and mortality for young children with asthma and their families.