



## Tribal Injury Prevention Cooperative Agreement Program (TIPCAP)

# Program Guide

2024



**Office of Environmental Health & Engineering**  
*Division of Environmental Health Services*  
*Injury Prevention Program*

The purpose of this guide is to provide a general overview to assist TIPCAP sites in program operations and administration of the cooperative agreement funding. The guide will assist in the implementation of TIPCAP's goals and expectations, and it also documents resources available for tribal injury prevention programs.

COMPILED BY

**INJURY PREVENTION PROGRAM MANAGER**

CDR Molly Madson, REHS, MPH

**INJURY PREVENTION SPECIALIST**

CDR Andrea Tsatoke, REHS, MPH

Injury Prevention Program  
Division of Environmental Health Services  
Indian Health Service  
5600 Fishers Lane  
Rockville, MD 20857

**MONITORING CONTRACTOR**

Centers for American Indian & Alaska Native Health

University of Colorado Anschutz Medical Campus  
Colorado School of Public Health  
13055 E. 17th Avenue  
Aurora, CO 80045



**Office of Environmental Health & Engineering**  
*Division of Environmental Health Services*  
*Injury Prevention Program*

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# Welcome to the 2024 TIPCAP Guide

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Hello TIPCAP Coordinators, Partners, and the Injury Prevention Community!

Welcome to Year 4 of the 2021-2025 TIPCAP Cycle. This guide's purpose is to offer a streamlined approach to working within TIPCAP. Focus areas for Year 4 include evaluation and sustainability. I highly encourage you all to review this guide. I would also like to express my appreciation for your commitment and passion towards addressing injuries.

Best wishes to another successful year of the TIPCAP Program and always feel free to reach out if you have any questions.

Sincerely,

**CDR Andrea Tsatoke**

Injury Prevention Specialist

Indian Health Service Headquarters

Andrea.Tsatoke@ihs.gov

## How to Navigate the Guide

The guide is hyper-linked so that navigating the document is easier. Clicking on any of the entries in the table of contents will take you to that section of the guide. The sidebar is also hyperlinked so that you can navigate between sections, or you can click "Content List" in the sidebar to return to the table of contents.

## 2024 Updates to the TIPCAP Program Guide

Not every page of the guide is updated every year. Much of the information remains the same, but we do make minor corrections throughout. To help orient you, below is a list of pages that had more substantial updates in this version.\*

- FY 2021-2025 Focus Areas has been condensed and consolidated (page 9)
- The Progress Reporting Timeline has been updated for Project Year 4 (page 21)
- Information about No Cost Extensions has been added (page 23)
- Additional information about TIPCAP.org has been added (page 50)
- Appendix D: Progress Report Example was removed since the progress report template has changed. We encourage you to [watch the video on TIPCAP.org](#) for guidance on using the template.
- Contact information has been updated (pages 69-70)

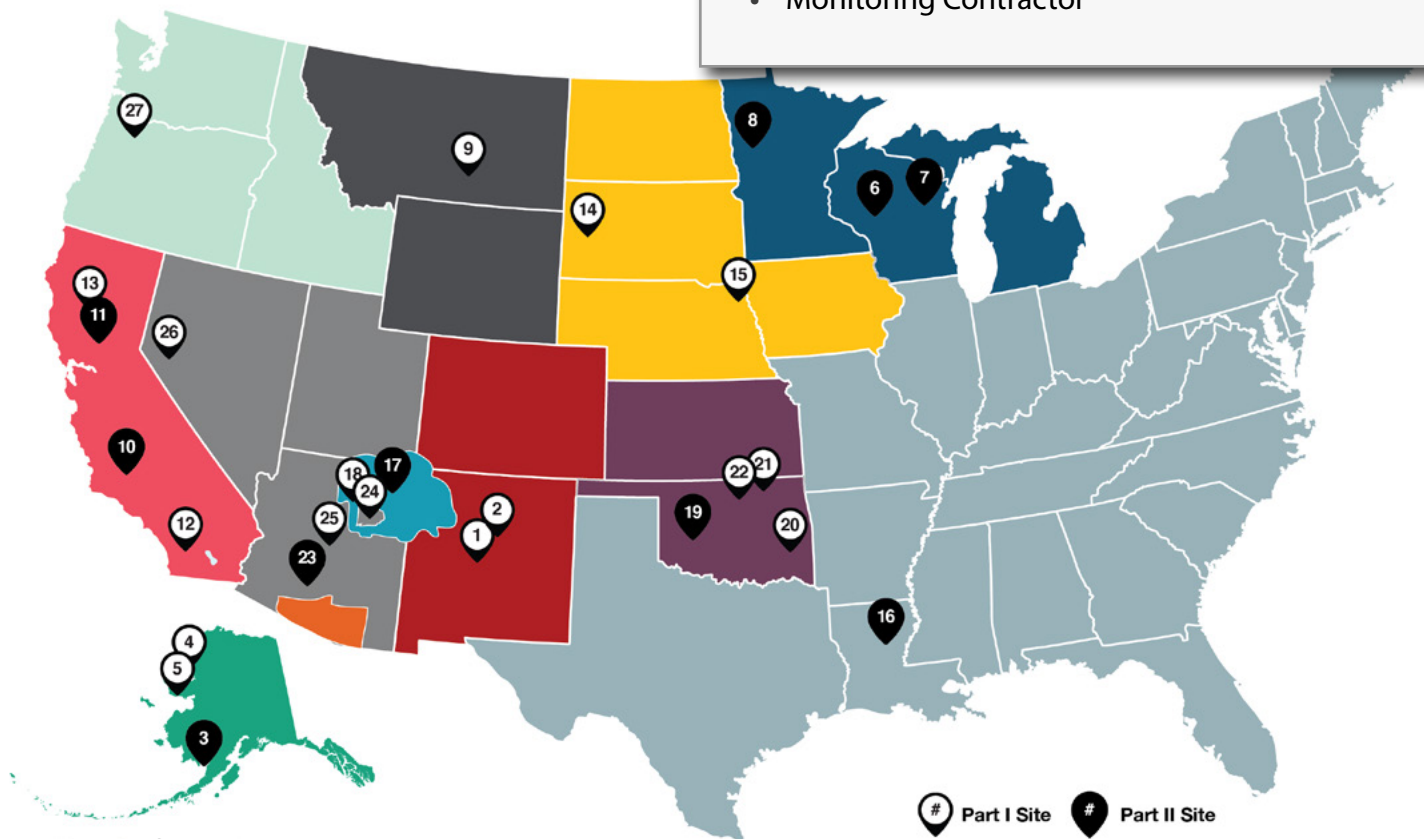
\*If this is your first time viewing the guide, we encourage you to review every page, not just those that were updated.

# 1

## IHS Injury Prevention Program and TIPCAP

### In this section:

- Overview of the IHS Injury Prevention Program
- TIPCAP Summary
- Part I Programs and Part II Projects
- FY 2021-2025 Focus Areas
- TIPCAP & IHS Staff
- Monitoring Contractor



# Overview of the IHS Injury Prevention Program

The mission of the IHS Injury Prevention Program (IPP) is to “raise the health status of American Indians and Alaska Natives (AI/AN) to the highest possible level, by decreasing the incidence of severe injuries and death to the lowest possible level, and increasing the ability of tribes to address their injury problems.”

IHS has developed a well-known IPP with staff who work in partnership with tribes and tribal, urban, and nonprofit Indian organizations and other key partners to reduce the impact that injuries have on Indian people. The impact of injuries is greater on AI/AN communities than it is on other racial and ethnic groups.

## TIPCAP Summary

The purpose of this IHS cooperative agreement is to address the disparity in injury rates by encouraging Tribes to implement focused, community-based injury prevention programs and projects using evidence-based strategies. Injury prevention evidence-based strategies are prevention methods that have been scientifically evaluated and proven to prevent injuries, including strategic changes to the environment (for example, roadways, elder homes for fall hazards, smoke alarms) and strategies to promote behavior change (such as car seat use, float coat use). Injury prevention programs and projects are most effective when based on these model practices. The use of well-planned, promising, and innovative injury prevention strategies is also recommended.

The tribal site’s responsibilities as the cooperative agreement recipient are listed in the Funding Announcement Number: HHS-2020-IHS-IPP-0001.

The IHS agency-specific responsibilities are listed in the Funding Announcement Number: HHS-2020-IHS-IPP-0001. TIPCAP is described at 93.284 in the Catalog of Federal Domestic Assistance. The program is authorized under 25 U.S.C. 13, Snyder Act, and 42 U.S.C., Section 301(a), Public Health Service Act, as amended. This program is funded through a competitive cooperative agreement.

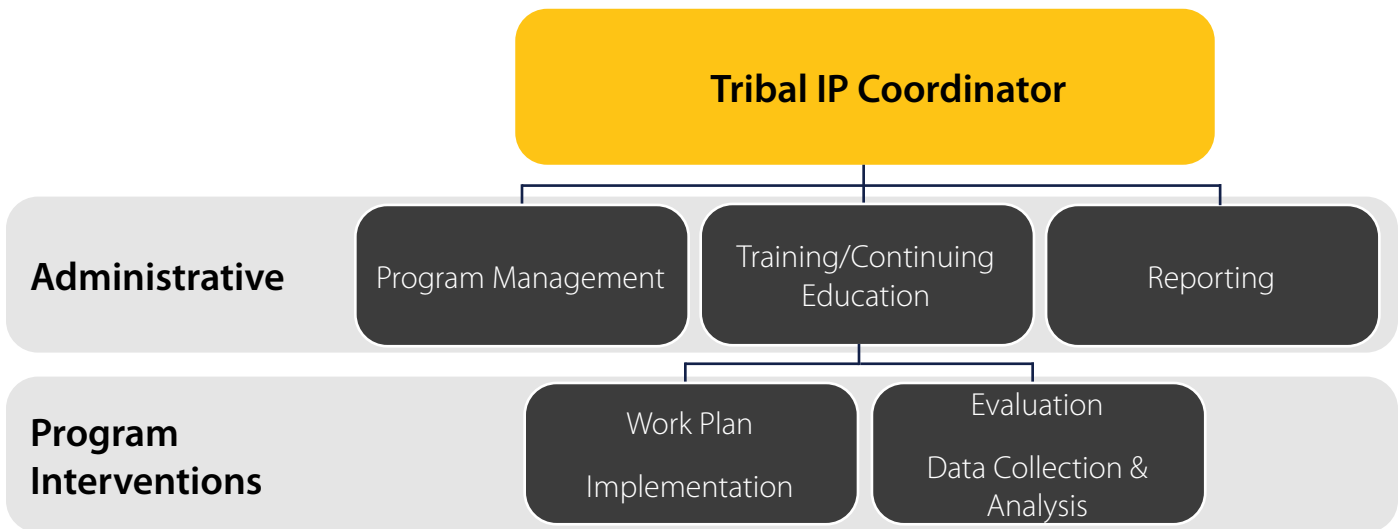
**Visit the IHS website for more information on the IHS Injury Prevention Program and for a list of current and past tribes and tribal organizations funded by TIPCAP:**

<http://www.ihs.gov/injuryprevention>

# Part I Programs and Part II Projects

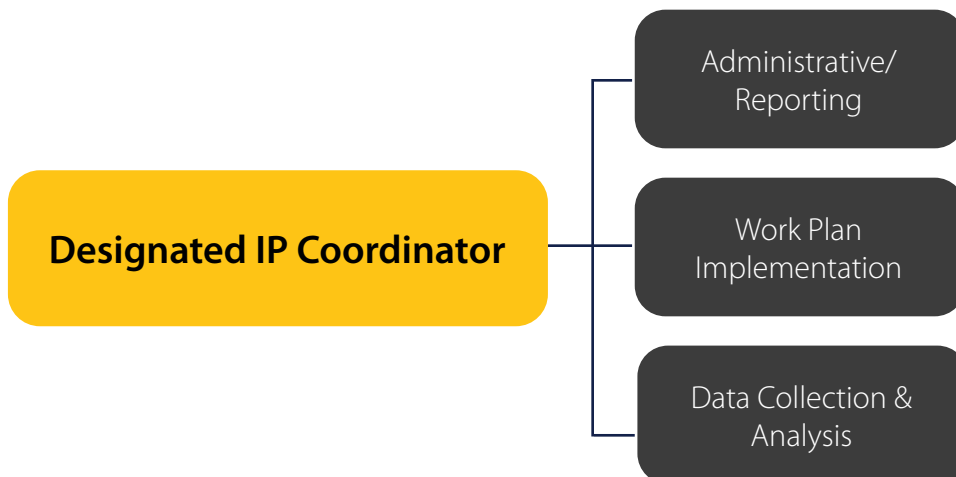
## Part I Programs

Part I Programs have a minimum IHS user population of 2,500 and are required to employ a full-time Tribal Injury Prevention Coordinator who manages the IP program. Part I Programs are funded up to \$125,000. The administrative components of this funding are essential to the program and will be a significant portion of the coordinator’s workload.



## Part II Projects

Part II Projects (also known as “Evidence-Based or Innovative Strategy Projects”) include sites who may or may not have been a previous recipient of IHS IPP funding. Part II Projects have a designated IP Coordinator to manage the IP project. Part II Projects are funded up to \$32,000. The administrative components of this funding are essential to the program and will be a significant portion of the coordinator’s workload.





# FY 2021-2025 Focus Areas

## Common TIPCAP Focus Areas

### Unintentional injuries

- Motor vehicle-related injuries
- Elder falls
- Traumatic brain injuries
- Fire/burns
- Drowning
- Poisoning/overdose

### Intentional injuries

- Suicide
- Violence-related

See the *TIPCAP Resource Guide* for an extensive list of resources organized by injury type

## Common Strategies for Injury Prevention

Effective strategies to prevent injuries and deaths are those that have been evaluated for effectiveness. We list a few common approaches, but these can vary based on injury, age group, population, etc.

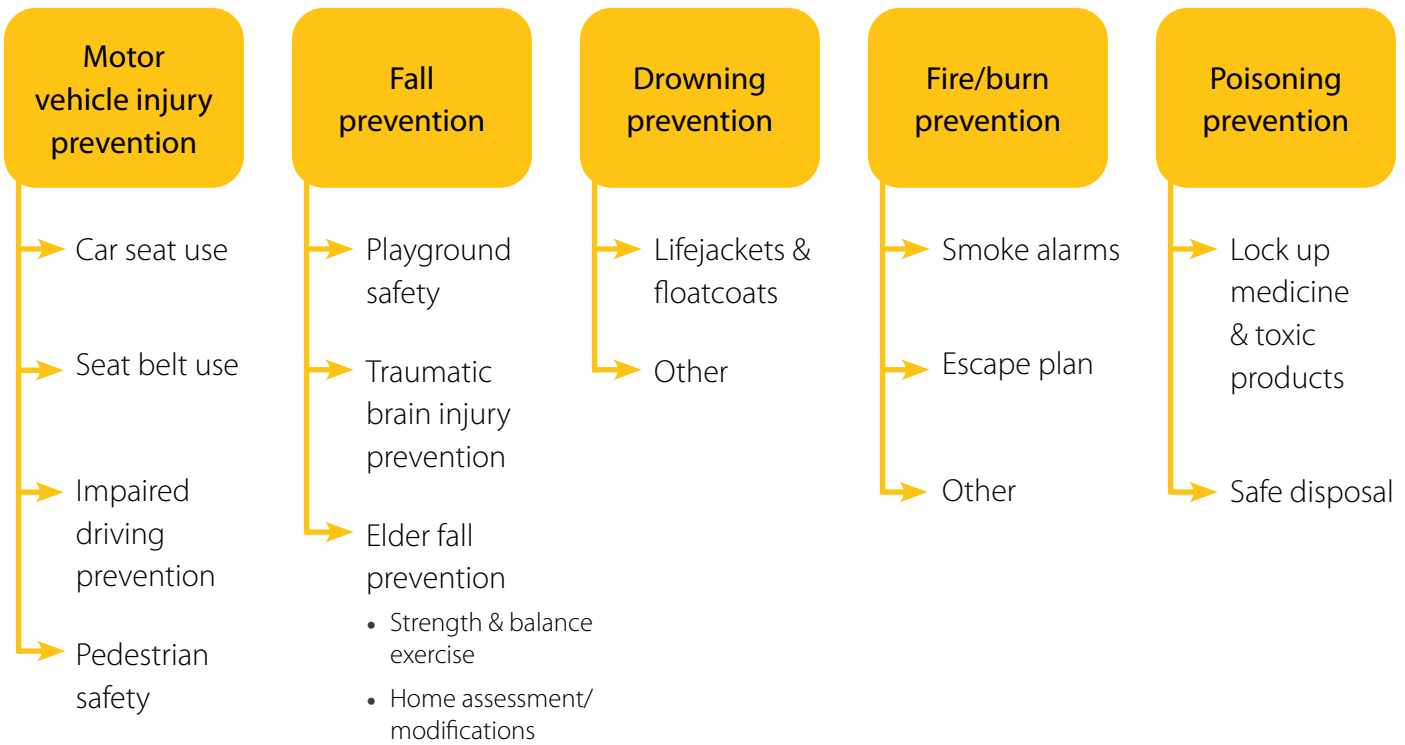
1. **Education** – Education-only approaches have been documented as insufficiently effective for injury prevention; however, education combined with other strategies can be effective. Education includes mass media campaigns, school-based programs, trainings, and other community education programs.
  - Examples: Education is key for teaching young children safety behaviors (e.g., seatbelt use) and training parents in the correct use of child safety seats. Another example is an exercise program for older adults that includes informing elders of fall risks while targeting balance and strengthening exercises to prevent unintentional falls.
2. **Enforcement** – Enforcement strategies include working in collaboration with Tribal, State, and Federal agencies to enforce existing laws that prevent injuries (e.g., occupant restraint laws or speed limits) or advocating for new laws or changes to existing laws. Enforcement could also include working with organization to promote policy changes that require staff to adhere to safety measures.
  - Examples: Collaborating with local police department on publicizing sobriety checkpoints, enhancing programs to support enforcement of tribal traffic safety laws, or requiring the use of a helmet at a skate park.
3. **Environment** – Changes to the built environment can have a huge impact on reducing injuries by eliminating dangers that can make injuries more likely to occur.
  - Examples: Home safety assessments and improvements to elders' homes help to reduce fall risk by making their environments safer. Improvements to roadways, like improved lighting or increased number of bike or pedestrian paths, helps drivers, cyclists, and pedestrians interact in a safer way.

For more evidence-based strategies for preventing injuries, see the IHS TIPCAP website:

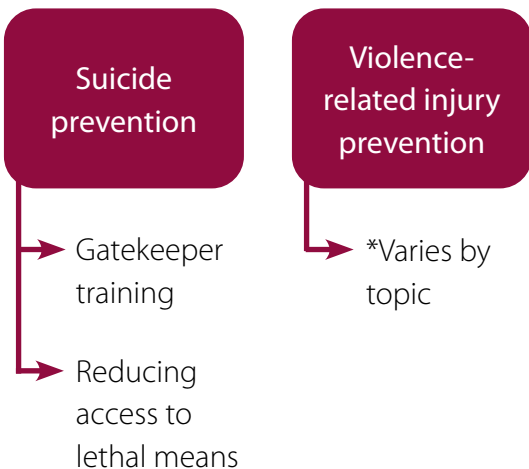
[https://www.ihs.gov/sites/injuryprevention/themes/responsive2017/display\\_objects/documents/IHS\\_IPP\\_Evidence-based\\_Strategies.pdf](https://www.ihs.gov/sites/injuryprevention/themes/responsive2017/display_objects/documents/IHS_IPP_Evidence-based_Strategies.pdf)

# FY 2021-2025 Focus Areas

## Unintentional Injuries and Their Prevention Strategies



## Intentional Injuries and Their Prevention Strategies



**For more evidence-based strategies for preventing injuries, see the IHS TIPCAP website:**

[https://www.ihs.gov/sites/injuryprevention/themes/responsive2017/display\\_objects/documents/IHS\\_IPP\\_Evidence-based\\_Strategies.pdf](https://www.ihs.gov/sites/injuryprevention/themes/responsive2017/display_objects/documents/IHS_IPP_Evidence-based_Strategies.pdf)

# TIPCAP Staff Overview

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This section states IHS staff roles and responsibilities (as identified in the TIPCAP Funding Opportunity Announcement) and highlights the key staff who will be responsible for providing support to TIPCAP programs and projects.

IHS and other TIPCAP staff will monitor the overall progress of the TIPCAP sites and their adherence to the terms and conditions of the cooperative agreement. TIPCAP staff will collaborate with the IP Coordinator to determine and implement the injury prevention methods and approaches that will be utilized. This includes providing guidance for required reports, development of tools and other products, interpretation of program findings, and assistance with evaluation.

IHS will plan and set an agenda for an annual meeting that provides ongoing training, fosters collaboration among sites, and increases visibility of programs. IHS will also provide guidance in injury prevention training and continuing education courses to increase competencies in injury prevention and will provide guidance in preparing articles for publication and/or presentations of program successes, lessons learned, and new findings.

## Staff includes:

- IHS Staff
  - Program Managers
  - Grants Management Specialists
  - Project Officers
- Monitoring Contractor

## IHS Staff

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### IHS Program Managers (Headquarters)

The IHS Program Managers, assigned with responsibility for scientific, technical, and programmatic questions for TIPCAP sites:

#### **CDR Molly Madson, REHS, MPH**

Injury Prevention Program Manager  
Division of Environmental Health Services  
5600 Fishers Lane  
Rockville, MD 20857  
Telephone: (301) 945-3189  
Email: [Molly.Madson@ihs.gov](mailto:Molly.Madson@ihs.gov)

#### **CDR Andrea Tsatoke, REHS, MPH**

Injury Prevention Specialist  
Division of Environmental Health Services  
5600 Fishers Lane  
Rockville, MD 20857  
Telephone: (240) 535-9642  
Email: [Andrea.Tsatoke@ihs.gov](mailto:Andrea.Tsatoke@ihs.gov)

## IHS Grants Management Specialists (Headquarters)

The IHS Grants Management Specialists, assigned by the Grants Management Office, are responsible for business, grants policy interpretation, and non-programmatic areas of grants administration questions from TIPCAP sites.

### Andrew Diggs

Senior Grants Management Specialist  
Division of Grants Management  
5600 Fishers Lane, Mail Stop 09E70  
Rockville, MD 20857  
Phone: (301) 443-2241  
Email: [Andrew.Diggs@ihs.gov](mailto:Andrew.Diggs@ihs.gov)  
[www.GrantSolutions.gov](http://www.GrantSolutions.gov)

### Marsha Brookins

Director  
Division of Grants Management  
5600 Fishers Lane  
Rockville, MD 20857  
Phone: (240) 461-6296  
Fax: (301) 443-9602  
Email: [Marsha.Brookins@ihs.gov](mailto:Marsha.Brookins@ihs.gov)

## IHS Project Officers (Local)

A local Project Officer is assigned by IHS and serves as a liaison or extension of the IHS IPP to provide technical program oversight. The Project Officer will have substantial involvement in partnership with the TIPCAP site. The Project Officer is a TIPCAP IP coordinator's first point of contact for questions about TIPCAP. They ensure TIPCAP sites make sound decisions regarding project strategy; data collection, analysis, and reporting; spending of resources; planning and implementation of activities; training; reporting; budget planning; quality assurance; and evaluation. The Project Officer is often an IHS employee (e.g., the Area, District, or Service Unit IP Specialist or Environmental Health Officer), and they work closely with their designated TIPCAP site (e.g., in the same state or region).

IP Coordinators and Project Officers meet periodically (monthly, bi-monthly) for project updates and technical assistance in program management.

Project Officers will:

- Assist coordinators with decisions regarding implementation of program activities and strategies
- Provide guidance on evaluation (data collection, data quality, analysis, and reporting)
- Provide guidance on use of public information materials and quality assurance (adherence to evidence-based practice methods)
- Monitor overall progress
- Assist coordinators with required progress and financial reports
- Support oversight by participating in site visits (Part I Sites only), meetings, and conference calls
- Recommend training and continuing education for coordinators
- Attend the annual workshop
- Provide guidance in preparing publications and presentations

Sites that are considered experienced will only require periodic oversight. This applies unless a new IP Coordinator is recently hired. This is a situation where technical assistance and guidance should occur on a monthly basis until the site is in full operation. The Project Officer will ensure a new coordinator has an updated TIPCAP Guide.

**Refer to Appendix E for contact information for Project Officers**

# Monitoring Contractor

The Centers for American Indian and Alaska Native Health (CAIANH) at the University of Colorado Anschutz Medical Campus, Colorado School of Public Health serve as the external monitoring contractor for IHS TIPCAP. CAIANH's mission is to promote the health and well-being of American Indians and Alaska Natives, of all ages, by pursuing research, training, continuing education, technical assistance, and information dissemination within a biopsychosocial framework that recognizes the unique cultural contexts of this special population.

**Refer to *Appendix E* for contact information for the monitoring contractor**

The monitoring contractor's main goal is to assist TIPCAP sites with their technical assistance needs. Examples of assistance provided include, but are not limited to, helping with progress reports; identifying methods for recording and reporting IP program activities; aiding in the creation or fine-tuning of evaluation tools; disseminating best practice guidance; and providing other resources.

**Technical assistance can be requested at any time, not just for scheduled activities or those items listed here.** The monitoring contractor encourages regular communication and the sharing of both challenges as well as achievements!

**The monitoring contractor will provide the following technical assistance/monitoring activities:**

- Provide individualized, one-on-one technical assistance to TIPCAP sites on an ongoing basis, including assistance with:
  - Annual work plans
  - Evaluation activities (data collection, data analysis, reporting, and program evaluation)
  - Writing progress reports
  - Publishing or presenting program successes, lessons learned, and new findings
  - Specific injury topic requests
  - Or other various requests TIPCAP sites may have
- Develop training tools and resources to assist TIPCAP sites, including worksheets, webinars, the TIPCAP Guide, evaluation tools, and data collection tools and other tracking methods
- Schedule and conduct semi-annual conference calls with TIPCAP sites and Project Officers
- Schedule and conduct annual site visits to Part I sites
- Plan, conduct, and evaluate the annual TIPCAP workshop
- Produce and distribute biannual TIPCAP newsletter
- Compile an annual profile for each TIPCAP site
- Review and summarize progress reports and continuation applications to assess progress that individual sites are making toward meeting project goals, objectives, and activities

## Technical Assistance (definition)

Technical assistance (sometimes abbreviated as "TA") is tailored guidance to meet the specific needs of a site (or sites) through collaborative communication between a specialist and the site(s). Assistance takes into account site-specific circumstances and culture and can be provided through phone, mail, email, and in-person or virtual meetings.

# 2

## TIPCAP Funding

### In this section:

- Cooperative Agreement vs. Grant
- Notice of Award
- Carryover Funding Requests
- Reporting Requirements
- Progress Reports
- Federal Financial Reports
- Non-Competing Continuation Application
- No Cost Extensions



# Cooperative Agreement vs. Grant

Grants and cooperative agreements are very similar. The distinguishing feature between a grant and a cooperative agreement is that under a cooperative agreement substantial involvement is anticipated between the awarding office (IHS) and the recipient during performance of the funded activity. This involvement may include collaboration, participation, or intervention in the activity. The primary beneficiary under a cooperative agreement is the public.

**For instructions on completing all aspects of the pre- and post- grant award functions, monitoring, and reporting requirements, see IHS Grant Training Tools:**

<https://www.ihs.gov/dgm/training1/>

## Notice of Award

The Notice of Award (NOA) is a document executed by the IHS Grants Management Office (GMO). The NOA contains annual negotiated terms and conditions for providing financial assistance to the recipient. The cooperative agreement is the financial assistance instrument used to support or accomplish a public purpose authorized by Federal statute, in which substantial involvement or collaboration is expected. The NOA can be found at [www.GrantSolutions.gov](http://www.GrantSolutions.gov).

You should:

- Read and review all terms and conditions of the NOA found at [www.GrantSolutions.gov](http://www.GrantSolutions.gov).
- Respond to all special terms of award within 30 days and send a copy to IHS officials.
- Review NOA Substantial Programmatic Involvement & Specific Responsibilities.
- Review Standard Grant Conditions, including a description of:
  - IHS Program Manager
  - IHS Grants Management Specialist
  - Reporting requirements, due dates, and format
- Be familiar with your TIPCAP scope of work and modifications due to responses from program and financial officials.

**For questions regarding the Notice of Award, contact:**

**Andrew Diggs, Senior Grants Management Specialist**, Division of Grants Management  
Phone: (301) 443-2241 | Email: [Andrew.Diggs@ihs.gov](mailto:Andrew.Diggs@ihs.gov)

# Carryover Funding Requests

TIPCAP Coordinators and support staff should be spending down the funds throughout the year. Spending the money is essential and should be the main focus before submitting a carryover request. With this in mind, carryover requests are available.

All unobligated funds that are available for carryover must be used to support the original approved goals and objectives of the grant program based on the Funding Opportunity Announcement.

A major reason for carry over is a vacancy. The greater percentage of the total budget is salaries. Please be aware the carryover funding amount is cumulative with each year of funding carried forward.

## The Carryover Policy distinguishes between:

1. Unobligated funds with a balance of 25% or less than the annual amount awarded
2. Unobligated funds with a balance of more than 25% of the annual amount awarded

### Review the Carryover Policy Training for more information:

[www.ihs.gov/sites/dgm/themes/responsive2017/display\\_objects/documents/CarryoverTraining.pdf](http://www.ihs.gov/sites/dgm/themes/responsive2017/display_objects/documents/CarryoverTraining.pdf)

## 1. Carryover Policy and Procedures for Balances of 25% or Less

Grantees retain the authority (NO PRIOR APPROVAL required) to carry over a portion of all unobligated grant funds remaining at the end of a budget period for balances that are 25% or less than the annual amount awarded. However, as a formality, grantees should notify the IHS PO on how they plan to spend the carryover funding. The carryover funding should be associated with the goals and objectives of the program services or activities.

Report carryover for 25% or less on the Federal Financial Report under the "Remarks" section.

**Note: Grantees may not carry over funds that are identified as restricted in the Notice of Award's Terms and Conditions.**

### EXAMPLE OF HOW TO CALCULATE THE 25% THRESHOLD AMOUNT

$$\$32,000 \times .25 = \$8,000$$

If you have a balance of \$8,000 or less in carryover, no official prior approval from IHS DGM is required. You can re-budget this amount within the current budget aligned with the current scope of work. New projects not aligned with the original scope of work can be started.

If you have a balance over \$8,000 in carryover, you need to request for an official approval from IHS DGM.

$$\$125,000 \times .25 = \$31,250$$

If you have a balance of \$31,250 or less in carryover, no official prior approval from IHS DGM is required. You can re-budget this amount within the current budget aligned with the current scope of work.

If you have a balance over \$31,250 in carryover, you need to request an official approval from IHS DGM.



# Carryover Funding Requests

## 2. Carryover Policy and Procedures for Balances that Exceed 25%

Grantees must obtain prior approval from the Division of Grants Management (DGM) for use of all unobligated balances that exceed 25% of the annual amount awarded for the budget period.

Grantee is required to submit the following items:

1. An official request on letterhead to use carryover funds, stating the amount and what the funds will be used for.
2. A statement as to why the carryover funds were not spent during the budget period awarded.
3. A detailed line item budget and justification for the amount of carryover funds requested.
4. Your request should be signed by the Authorized Organizational Representative (AOR), and the Finance Office.
5. A Financial Status Report, certifying funds are available for use.

### What information should the grantee include in their line item budget and justification?

- The carryover budget must be detailed and include costs that are allowable, allocable, and reasonable. (2CFR Part 225/Cost Principles, formerly OMB Circular A-87)
- The accompanying carryover budget must include a detailed description of each line item that is requested by the grantee. The justification must be clear and accurately describe the need for the budget line items.

### Where to submit the official carryover request?

Official carryover request must be submitted at [www.grantsolutions.gov](http://www.grantsolutions.gov) at "Manage Amendments."

### What happens after the grantee submits their carryover request to the DGM?

- The package is received in DGM and the Grants Management Specialist (GMS) will review the request for allowable and reasonable cost and ensure all documents required have been submitted.
- The GMS will conduct a cost analysis on the carryover budget and justification.
- The grantee's financial status reports are reviewed; (both the Financial Status Report- Expenditures Report and the Federal Financial Report FFR-425 Cash Transaction Report to the Division of Payment Management).

### Grants Management Official's Role in the Carryover Process:

1. The FSRs are reconciled to determine whether the funds that are requested are actually available for carryover.
2. DGM will provide comments or concerns they have with the line item budget and justification to the Program Official.
3. Approval is obtained from the program based on their technical review of the carryover request as it relates to the program goals and objectives.
4. If no other documentation is needed from the grantee, DGM has 30 days to process the request and issue a NOA reflecting approval of the carryover funds.

# Carryover Funding Requests

## 2. Carryover Policy and Procedures for Balances that Exceed 25% (cont.)

### Program Official's Role in the Carryover Process:

1. Identify whether the grantee has performance issues that may have caused a large unobligated balance to occur over time.
2. Provide feedback to the grants management specialist regarding any issues.
3. Approve or recommend disapproval for the grantee to carryover the unobligated balance. The program official will provide a detailed explanation to DGM and ultimately the grantee – if disapproval based on performance concerns.

### Roadblocks That Slow Down DGM's Ability to Process Carryover Request:

- Delinquent FSRs – DGM must have a current FSR report on file in order to review actual balances that are available for carryover.
- Incomplete carryover request packages – A complete package must include the data of the carryover request and the grant number.
- Budget justifications inadequate – not enough details to support line items.
- Submitting packages directly to Program without sending it directly to GS at [www.grantsolutions.gov](http://www.grantsolutions.gov) at "Manage Amendments."

### Unallowable Costs:

- Contingency costs – events which cannot be foretold with certainty as to time, or with assurance that the events will happen.
- Contributions and donations – cash, property, and services regardless of the recipient.
- Entertainment costs – amusement (parks), tickets to shows/sports events, social activities, dinners, etc. If no other documentation is needed from the grantee, DGM has 30 days to process the request and issue a NOA reflecting approval of the carryover funds.

**For questions regarding the Carryover Policy, contact:**

**Andrew Diggs, Senior Grants Management Specialist**, Division of Grants Management  
Phone: (301) 443-2241 | Email: [Andrew.Diggs@ihs.gov](mailto:Andrew.Diggs@ihs.gov)

# Reporting Requirements

All Part I Programs and Part II Projects are required to submit progress reports and financial status reports to IHS. All sites should reference their Notice of Award for information on frequency, timelines, and deadlines for site-specific reporting requirements.

## Types of Reports

- Progress reports (with data reporting tools and cover page/checklist)
- Federal Financial Reports
- Non-competing continuation applications
- Administrative supplemental funding requests

IP Coordinators are encouraged to obtain assistance from their supervisor, Project Officer, and the monitoring contractor in completing reports. In addition, sites could reach out to tribal grant writing staff and the finance or accounting office for help in completing the necessary reporting requirements.

**See your Notice of Award for specific details about your reporting requirements. If you have additional questions, contact Grants Management.**

## Submitting Reports

Reports must be submitted through GrantSolutions.gov, a comprehensive grants management system served by the Grants Center of Excellence. GrantSolutions.gov is for all documents.

### Steps for using GrantSolutions.gov:

- Attend training offered by IHS Grants Management
- Complete registration and submit information to IHS Grants Management (Paul Gettys).
- Submit all progress and financial reports as well as non-competitive continuation applications to www.GrantSolutions.gov

**Federal Financial Reports must also be submitted to the Payment Management System (PMS; see Federal Financial Reporting section for details).**

**For more information on instructions, forms, or reporting, see “Policy Topics” at the IHS Division of Grants Management website:**

<https://www.ihs.gov/dgm/policytopics/>

# Progress Reports

All Part I Programs and Part II Projects are required to submit reports discussing activities related to each goal and objective. When writing progress reports, ensure the following are addressed:

Using required forms, compare actual accomplishments to the goals established for the period. Provide a description of internal and external collaboration, new resources secured, intervention successes, barriers identified, and future plans. Indicate reasons for slippage where established goals were NOT met and include a plan of action to overcome slippages. Specify other pertinent information including analysis and explanation of cost overruns or high cost.

## Progress Report Template

Each site will receive a template for progress reports. The template follows the goals, objectives, tasks, and evaluation regarding the program/project. The progress report shall include a brief description of the following for each program/project function or activity involved. Please be clear and concise.

- **Objective of program/project:** Summary of progress for each objective and its accomplishments.
- **Progress during reporting period:** Summary of work done during the reporting period, addressing objectives and process of outcome/output measures.
- **Problems or delays:** Summarize any significant problems that may have been encountered and subsequent delays that might have occurred. Describe action steps taken to address delays or problems.
- **Changes to program/project:** Detail any significant changes that have been made to the program/project (e.g., personnel, work plan, etc.).
- **Training/technical assistance (TA):** List any training or TA that you have/are receiving via this program/project. List any barriers you have encountered in receiving information or TA.
- Including photos and success stories is encouraged.

Visit [TIPCAP.org](https://tipcap.org) to watch an instructional video about the progress report template.

<https://tipcap.org/tools/reporting/>

## Data Reporting Tools

The monitoring contractor and IHS will work with each TIPCAP site to provide program-specific data reporting tool(s) to assist in data collection and evaluation. The data reporting tool(s) should be submitted as an appendix along with the completed progress report template for each semi-annual period. Also, attach as appendices any questionnaires, surveys, etc. you may have used to collect data for the data reporting tool(s).

## Cover Page with Reporting Checklist

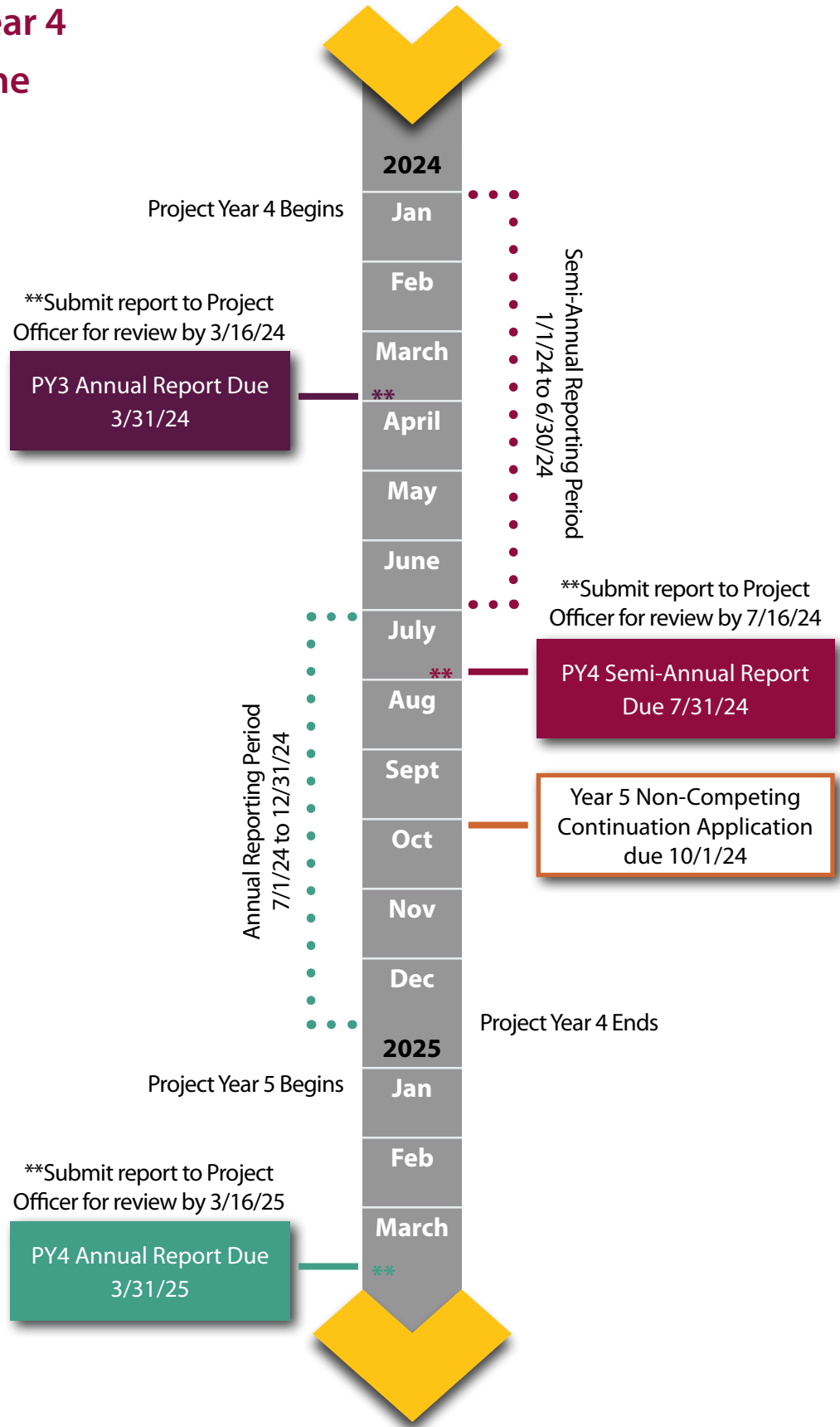
Each site will also complete a cover page for each semi-annual and annual report. This cover page is program-specific and will include a checklist of the data reporting tools developed for each site, as well as other required documents. The checklist includes a checkbox and signature section for the Coordinator and Project Officer to indicate they reviewed the documents that will be submitted with the report.

The progress report template, data reporting tools, and cover page/checklist are available on the internal TIPCAP website:

[www.tipcap.org](http://www.tipcap.org)

# Progress Reporting Timeline

## TIPCAP Project Year 4 Reporting Timeline (2024)



- Content List
- IHS IPP
- Funding
- Part I
- Part II
- Skill Building
- Resources
- FAQs
- Appendix

# Federal Financial Reports

All IHS grantees are required by the terms and conditions of their grant awards to submit a Federal Financial Report SF-425. Part I Programs and Part II Projects should have general knowledge of their expenditures. Each tribe or tribal organization operates within their own rules and policies regarding financial reporting. Some areas will provide a financial report to the grantee.

Part I Programs and Part II Projects should do the following regarding financial reporting:

- Be familiar with the tribal accounting/financial reporting staff.
- Maintain regular contact with this person to learn if there are staff changes in the finance/accounting departments.
- Maintain internal budget files (e.g., in Excel or using QuickBooks) to ensure that monthly reports received from the accounting/finance departments are accurate and up to date, or as required by tribal policies.

## Submitting Federal Financial Reports

The Federal Financial Report (FFR) should be submitted **annually** with the **annual** progress report. The FFR does not need to be submitted with the semi-annual progress report. The FFR should be submitted to the Payment Management System (PMS), with a courtesy copy sent to Grants Management through GrantSolutions.gov. PMS will review the FFR for completeness in all required information and signatures. If corrections are needed, the PMS point of contact will contact the grantee for a revised FFR. If no corrections are needed, the PMS point of contact will reconcile the FFR as required.

## Failure to Submit Reports

This funding is conditional, and complete and on-time reports are a requirement. Failure to submit required reports within the required time frame may result in restrictions, suspension, or termination of an active cooperative agreement; withholding of additional awards for the project; or other consequences, such as withholding of payments or converting to the reimbursement method of payment. This applies whether the delinquency is attributable to the failure of the organization or the individual responsible for preparation of the reports. Failure to meet financial reporting requirements as stated in the terms and conditions of the Notice of Award could result in the suspension of the grant.

**For more information on the Federal Financial Report (FFR or SF-425), see:**

<https://www.ihs.gov/dgm/policytopics/>

# Non-Competing Continuation Application

A non-competing continuation application is the process a tribe or tribal organization uses to request an additional year of funding from the IHS TIPCAP. The process allows for a tribe or tribal organization to revise the TIPCAP budget (to better match actual expenses from the prior year) and to refine the work plan. Modifications to update the work plan (e.g., changes in project goals) are allowed, but no changes may be made to the scope of work. The activities listed to address program objectives may change from year to year.

## Work Plan

When completing the continuation application, you will need to submit a revised work plan using the templates provided. The work plan should be completed using SMART objectives and in coordination with the TIPCAP site's Project Officer. Additionally, the TIPCAP Coordinator should review the requirements of the application carefully to ensure all items are complete and included in the package for submission into GrantSolutions.gov.

## Application Review

The IHS IP Program Manager, Grants Management, and Project Officer will review the non-competing continuation application work plan and budget. Each TIPCAP site's Project Officer is required to complete a technical review for each year a continuation application is submitted. This technical review will allow the Project Officer to privately assess the TIPCAP site's performance, the budget, and their ability to continue receiving the funding in the next year. For non-performance, Grants Management will place "special conditions" found in the Notice of Award (e.g., increased number of progress reports and/or revisions to the application narrative or budget).

# No Cost Extensions

No Cost Extensions (NCE) provide a one-time extension at the very end of the 5-year TIPCAP cycle if the site has not spent down all their money. This extension can last up to 12 months, but usually does not exceed 3 months. NCEs are requested by the program coordinator via an official letter and submission into GrantSolutions.gov. All terms and conditions of the award still apply during the extension period.

Any TIPCAP sites receiving a new TIPCAP Award (2026-2030) who are also using an approved NCE (2021-2025) will have to return the unused funds from the prior award to accept the new award.

**For more information on No Cost Extensions, see:**

<https://www.ihs.gov/dgm/training1/no-cost-extensions>

# 3

## Part I Injury Prevention Programs

### In this section:

- Part I Programs
- Program Staff
- Administrative Responsibilities
- Technical Assistance
- TIPCAP Annual Workshop
- Webinars
- TIPCAP Newsletter





# Part I Programs

Part I Programs are federally recognized tribes or tribal organizations with a minimum user population of 2,500. Part I Program are required to hire a full-time Tribal Injury Prevention Coordinator to manage the injury prevention program (IPP) and to develop a program based on effective strategies or best practices in injury prevention (IP).

## 2021-2025 Programs

- Albuquerque Area Indian Health Board, Inc.
- Choctaw Nation of Oklahoma
- Great Plains Tribal Leaders Health Board
- Hopi Tribe
- Indian Health Council, Inc.
- Kaw Nation
- Maniialaq Association
- Northern Valley Indian Health, Inc.
- Northwest Portland Area Indian Health Board
- Norton Sound Health Corp.
- Ponca Tribe of Indians of Oklahoma
- Rocky Mountain Tribal Leaders Council
- Salt River Pima-Maricopa Indian Community
- Santo Domingo Pueblo
- Tuba City Regional Health Care Corporation
- Washoe Tribe of Nevada and California
- Winnebago Comprehensive Healthcare System

**Refer to *Appendix E* for contact information for all Part I Programs**

## Roles and Responsibilities

<b>Develop effective strategies aligned with IPP priorities</b>	<ul style="list-style-type: none"> <li>• Develop effective strategies that coincide with the IPP priorities (motor vehicle injury and/or unintentional fall prevention) and/or local tribal injury priorities based on sound injury mortality and morbidity data.</li> </ul>
<b>Collect, analyze, and interpret injury data</b>	<ul style="list-style-type: none"> <li>• Responsible for the collection, analysis, and interpretation of injury data (e.g., primary, secondary sources) for priority setting and program planning, implementation, and evaluation.</li> </ul>
<b>Develop a 5-year plan</b>	<ul style="list-style-type: none"> <li>• Develop a 5-year plan (e.g., logic model, strategic planning) based on sound injury data and effective strategies. The 5-year plan will include process, impact, and outcome evaluation; timeline; action steps; and benchmarks.</li> </ul>
<b>Implement culturally competent IP programming</b>	<ul style="list-style-type: none"> <li>• Develop and implement the IPP with culturally competent information to educate and empower communities to take action in IP.</li> </ul>
<b>Develop (or participate in) an IP coalition</b>	<ul style="list-style-type: none"> <li>• Develop or participate in an IP coalition (e.g., support team, advisory group) to share resources and expertise of partners to address injuries within the tribal community. The coalition will serve to collaborate in the planning, implementation, and evaluation of projects.</li> <li>• The coalition may consist of local tribal members, tribal leaders, health and social workers, IP specialists (IHS), law enforcement, business, clergy, and State and other Federal advocates or key stakeholders.</li> </ul>
<b>Participate in required TIPCAP activities</b>	<ul style="list-style-type: none"> <li>• Participate in the annual workshop, site visits, conference calls, or special meetings established by IHS.</li> </ul>

# Part I Program Staff

## Tribal Injury Prevention Coordinator

The tribe or tribal organization is required to hire a Tribal Injury Prevention Coordinator to manage the day-to-day operations of the tribe's IPP, funded by IHS. The Coordinator's position will be located within an urban Indian health organization, tribal health program (or Tribal Highway Safety), or community-based tribal program. The Coordinator must be a full-time employee and solely dedicated to the management, control, and performance of the IPP. Positions cannot be part-time or split duties among multiple projects. Each tribe follows its own personnel policies to hire, supervise, and compensate the Coordinator.

### What are the recommended requirements for the Tribal Injury Prevention Coordinator?

- One year of education or work experience in IP, public health, law enforcement, or traffic safety.
- Prior work experience managing a program, including progress reporting, program planning and evaluation, and budget management skills.

### What are the general roles and responsibilities of the Tribal Injury Prevention Coordinator?

- Attend IHS IP core courses (i.e., Introduction to Injury and Violence Prevention [IVP] Courses 1, 2, and 3).
- Plan, implement, and evaluate effective IP strategies that match their tribe's or tribal organization's original funding application and/or annual continuation application work plan.
- Develop or participate in an IP coalition (i.e., support team, advisory group) to share resources and expertise.
- Develop and maintain a data collection, analysis, and summary system to set program priorities, plan and implement activities, and evaluate progress.
- Submit required reports to IHS Headquarters, the Project Officer, and the monitoring contractor.
- Be familiar with the process that their tribe or tribal organization uses to submit semiannual financial status reports and provide assistance to ensure reports are submitted on time.
- Participate in conference calls scheduled by the monitoring contractor.
- Help plan and participate in site visits conducted by the monitoring contractor and Project Officer.
- Contribute at least once per year to the TIPCAP newsletter.
- Attend (mandatory) annual TIPCAP workshop and required TA and administrative webinars.
- Regularly communicate with the Project Officer through phone calls, emails, or site visits.
- Request assistance from the monitoring contractor.

### What if a Tribal Injury Prevention Coordinator position is vacant?

When a vacancy for the Tribal Injury Prevention Coordinator position occurs, the tribe or tribal organization must initiate the process to hire a new Coordinator to ensure compliance with the cooperative agreement. A designated person can be temporarily assigned to manage the day-to-day activities of the IPP until the vacant position is filled. Notification of vacancies and hiring of a Coordinator must be sent to IHS.

The Project Officer, IHS Headquarters staff, and the monitoring contractor will monitor progress reporting to ensure that activities continue. TIPCAP sites who do not comply with the terms and conditions of the grant could be required to complete "special conditions" and be monitored. It is therefore important for the tribe or tribal organization to fill any Coordinator vacancies.

# Part I Program Staff

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## Supervisor of the Tribal Injury Prevention Coordinator

### Who is this?

Each tribe or tribal organization has a different personnel system. The person who supervises the Tribal Injury Prevention Coordinator holds a different position at each tribe or tribal organization. The level of the supervisor's involvement with the day-to-day operations of the IPP will also vary. Some supervisors are not very involved, and thus the Coordinators work very independently. Other supervisors demonstrate a greater interest in the program and will provide more assistance and oversight. The level of involvement varies based on the organizational structure and culture of management at each tribe.

### What general roles and responsibilities do they have?

- Supervise the Coordinator's day-to-day operation (following tribal personnel policies).
- Provide guidance and support for tribal IP activities.
- Participate in conference calls and site visits made by the IHS Project Officer and the monitoring contractor.
- Review TIPCAP semiannual and annual reports prior to submission to IHS.
- Review annual TIPCAP continuation applications.
- Ensure project activities are completed.
- Ensure the Coordinator attends injury prevention or related trainings.
- Participate in site visits.

## Tribal Accounting/Grants Staff

### Who is this?

Each tribe or tribal organization has the name and contact information of the tribal accounting or grants staff member who will support your TIPCAP site. Each Tribal Injury Prevention Coordinator should be familiar with the process.

### What general roles and responsibilities do they have?

- Manage the financial status reports reporting of the project's budget.
- Submit semiannual financial status reports to IHS Headquarters.
- Complete financial report to the Division of Payment Management (PMS).

# Part I Administrative Responsibilities

Completion of the items listed is the responsibility of the Tribal Injury Prevention Coordinator unless otherwise specified and must be completed each program year.

	Frequency	Notes
<b>Project Officer Visits/Calls</b>	Monthly or Bi-monthly	On site or by phone; monthly visits are recommended for new coordinators
<b>Conference Calls with Monitoring Contractor</b>	Semi-annually	Will be scheduled by monitoring contractor; Project Officer required
<b>Site Visit with Monitoring Contractor</b>	Annually	Project Officer required
<b>Monitoring Contractor Satisfaction Survey</b>	Annually	Will be administered electronically by monitoring contractor
<b>Annual Workshop</b>	Annually	Coordinator completes/returns planning survey; attends, participates in, and evaluates workshop; Project Officer required; other attendees optional
<b>Webinars</b>	3+ /year	Hosted by IHS and monitoring contractor; includes both administrative and educational webinars
<b>TIPCAP Newsletter</b>	Once/year	Distributed bi-annually by monitoring contractor/IHS; each TIPCAP site is required to contribute at least once per year
<b>Training</b>	As needed	Coordinator required to attend IHS IP core courses (i.e., Injury Prevention Courses 1 & 2)
<b>Conferences</b>	As needed	Reference Conferences in <a href="#">Section 5: Injury Prevention Program Skill Building</a>
<b>Publications</b>	As needed	Reference Publications in <a href="#">Section 5: Injury Prevention Program Skill Building</a>

## Conference Calls

The main purpose of the conference calls is to increase communication and collaboration between the Tribal Injury Prevention Coordinator, IHS Project Officer, and the monitoring contractor. Calls seek to build rapport with sites and to assist Coordinators in making progress toward the goals and objectives identified in their proposals and continuation applications. In addition, calls include technical assistance (TA) in selected topics, such as program planning, implementation, training, and evaluation.

The Tribal Injury Prevention Coordinator and IHS Project Officer are required to participate in calls scheduled by the monitoring contractor. Other tribal staff associated with TIPCAP sites (e.g., supervisors, assistants, etc.) are encouraged to participate in the calls.

The monitoring contractor conducts conference calls semiannually. Calls include the monitoring contractor, the Tribal Injury Prevention Coordinator, the IHS Project Officer, and the IHS IPP Injury Prevention Specialist. Individual-format conference calls usually last between 45 and 60 minutes.

Activities conducted during conference calls can vary and may include:

- Review of project goals and objectives (for each year)
- Discussion of TA needs
- Scheduling of site visits
- Follow-up from previous correspondence (e.g., site visits, conference calls)
- Program sustainability

### How are the conference calls conducted?

All individual conference calls with the monitoring contractor are held using an online video conferencing software called Zoom. It allows unified cloud conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform. Although Zoom is a video conferencing software, attendees do not have to join the video portion of the call. There is a dial in phone number that allows participants to join the meeting. For help with Zoom there are tutorials and video introductions available on the help center website: <https://support.zoom.us/hc/en-us>.

### What happens after a conference call?

A brief summary of each conference call will be provided to the Tribal Injury Prevention Coordinator, IHS Project Officer, and IHS IP Program Manager, usually by email. A recording of the conference call will be uploaded to the internal, password-protected TIPCAP website ([www.tipcap.org](http://www.tipcap.org)) and added to the TIPCAP site's program-specific page.

## Site Visits

The main purpose of site visits is to provide TA in the operation of the program. Site visits are conducted by IHS Project Officers and/or the monitoring contractor. Visits will focus on TA to modify, adjust, or improve IP program performance. All activities must remain within the scope of work approved by IHS Division of Grants Management. Activities cannot be added or removed without approval by IHS.

Site visits include the core group involved in TIPCAP: the Tribal IP Coordinator and other key tribal staff or stakeholders who work with the Coordinator (e.g., the Coordinator's supervisor, local IHS sanitarian, other tribal representatives or stakeholders who are important for external visitors to meet, and non-tribal partners).

### When are site visits conducted?

- **IHS Program Official/Project Officer.** Each month, the IHS Project Officer maintains contact with the TIPCAP site by phone call or on-site visit. If this is not possible due to distance, travel funds, etc., site visits can be arranged by both parties (e.g., every other month, quarterly, twice a year). Site visits will vary depending on whether the TIPCAP site is very experienced as opposed to having new coordinators with limited experience. This impacts how much time is spent on collaboration and TA from the IHS Project Officer. A new Coordinator will require more visits, collaboration, and TA. In general, communication should be an ongoing process for both the TIPCAP site and IHS Project Officer.
- **Monitoring Contractor.** Each Part I Program will receive one site visit annually by the monitoring contractor. The IHS Project Officer will also be present at all site visits. The IHS IP Program Manager and/or IHS IPP Injury Prevention Specialist may also attend. IHS Staff, the monitoring contractor, and the site will collaborate to plan the visit.

### Where are annual site visits with the monitoring contractor conducted?

Site visits are usually conducted in-person at the TIPCAP site, but depending on circumstances, could be conducted virtually, in reverse (where the site travels to a central location, such as University of Colorado Anschutz Medical Campus or IHS Headquarters), regionally (where multiple sites in a close proximity come together for a group site visit), or in a cluster based on geography (such as 3 sites in one Area conducted in the same week).

### How long are annual site visits with the monitoring contractor?

The duration for each site visit is expected to be at least one day, but the length may be flexible based on the type of site visit that will be conducted.

### What happens after a site visit?

- **IHS Program Official/Project Officers.** After a Project Officer visits a site alone, follow-up will vary. This may include email and telephone communication to discuss ideas generated or actions completed following the visit.
- **Monitoring Contractor.** After an annual site visit, the monitoring contractor will prepare a summary of the findings, results, action steps, and recommendations of the visit. The summary will be shared with the Coordinator, IHS Project Officer, IHS IP Program Manager, and IHS IPP Injury Prevention Specialist, depending on what was conducted during the visit. If held virtually, a recording will be posted to the TIPCAP site's program-specific page on the internal, password-protected TIPCAP website ([www.tipcap.org](http://www.tipcap.org)) and applicable follow-up will be done, usually via email, in the days following the visit.

# TIPCAP Annual Workshop

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Each project year, an annual TIPCAP workshop provides an opportunity to increase a Coordinators' knowledge and skills, foster collaboration among sites, and increase visibility of programs. The training workshop is designed to be interactive, culturally appropriate, and tailored to the priorities of workshop participants.

Attendance and participation by each Coordinator is mandatory. If a Coordinator is unable to attend, prior notification describing the reasons must be submitted to the IHS IP Program Manager in writing. Each TIPCAP site allocates travel funds for the Coordinator to attend the workshop every year. If the Coordinator position is vacant at the time of the annual meeting, the tribe or tribal organization is required to send an alternate.

A TIPCAP site may send more than one person in addition to the Coordinator to the annual workshop at its own expense.

## **What is the purpose of the annual workshop?**

The annual workshop will focus on new information, skill building, communication, and networking to assist TIPCAP sites with capacity building.

## **Who participates in the annual workshop?**

Part I Programs are required to attend the annual workshop. The IHS Project Officers, IHS IP Program Manager, and monitoring contractor are responsible for the development, facilitation, and evaluation of the workshop. Keynote speakers and subject matter experts are invited to present at the workshop.

## **How is the annual workshop agenda developed?**

A survey of all TIPCAP sites is conducted to gather feedback on recommendations for the agenda format, speakers, and other logistics. The IHS Project Officers, IHS IP Program Manager, and monitoring contractor assist in the development of the workshop agenda.

The workshop is designed to be interactive, culturally appropriate, and tailored to the priorities of tribal IP participants (e.g., panel presentations, oral presentations, and/or roundtable discussions).

## **Where is the annual workshop held?**

IHS, the monitoring contractor, and TIPCAP sites will consult and determine a location annually. Hotel logistics are coordinated by the IHS IP Program Manager.

# Webinars

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Webinars are a tool to provide TIPCAP administrative updates and provide a way for TIPCAP sites to receive injury prevention education specific to tribal communities. Group-format webinars enable information sharing and serve as an educational forum for TIPCAP sites. Webinars usually last up to 60 minutes and are held using the Zoom web-based system. A recording of each webinar will be sent by email to all TIPCAP sites, Project Officers, and IHS. All webinars will be archived and available at TIPCAP.org.

## Administrative Webinars

Administrative webinars involve all Part I Programs and Part II Projects, designated IHS Project Officers, Grants Management, the IP Program Manager, and the monitoring contractor. Administrative webinars cover a variety of topics, including:

- Program or grants management updates or announcements
- General grantee requirements or changes
- Injury data

## Educational Webinars

There will be three or four educational webinars conducted each year. All Part I Programs and Part II Projects are invited to attend. Other attendees include IHS Project Officers, the IP Program Manager, IHS injury prevention staff, and the monitoring contractor. Educational webinars feature experts in injury prevention programming and will cover a variety of topics, including program planning, implementation, and evaluation.

The monitoring contractor will also inform coordinators about other webinars or online educational opportunities that are available from established injury prevention organizations or networks.



# TIPCAP Newsletter

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## What is the purpose of the TIPCAP newsletter?

The TIPCAP newsletter facilitates communication and networking among the TIPCAP sites. Articles in the newsletter usually include:

- Announcements/news from the IHS IP Program Manager
- Spotlights on Part I and Part II IP Coordinators and other TIPCAP staff
- Updates from the monitoring contractor (e.g., site visits, conference calls)
- Highlights of innovative approaches to community injury prevention programs
- Lessons learned
- Survey results
- Photographs of injury prevention coordinators in action
- Training and conference opportunities
- IP calendar events
- IP resources

## When and how are newsletters published?

Newsletters are developed twice per year and distributed electronically by email (in PDF format) as well as hosted on the IHS Injury Prevention website. To include someone on the newsletter distribution list (e.g., someone who works with your program), you can send the name and contact information (e.g., email address) to the monitoring contractor and/or to the IHS IP Program Manager.

## How are TIPCAP sites/Project Officers expected to contribute to newsletters?

TIPCAP sites are expected to contribute to the newsletter once each project year, but are encouraged to contribute to both issues, if possible. Submissions can include articles, photos, and/or program announcements.

## Who do I send my newsletter article and photos to?

The monitoring contractor organizes all the newsletter articles and designs the overall newsletter. You can send your newsletter articles and the accompanying image files and photo release forms to anyone on the monitoring contractor team.

**Visit the IHS TIPCAP website for copies of past newsletters**

<https://www.ihs.gov/InjuryPrevention/tipcap/tipcapnewsletters/>

# 4

## Part II Evidence-Based or Innovative Strategy Projects

### In this section:

- Part II Projects
- Project Staff
- Administrative Responsibilities
- Technical Assistance
- Webinars
- TIPCAP Newsletter



# Part II Projects

Part II Projects are federally recognized tribes or tribal organizations who develop, implement, and evaluate injury prevention programs.

## 2021-2025 Projects

- Ak-Chin Indian Community
- Apache Tribe of Oklahoma
- Bakersfield American Indian Health Project
- Bristol Bay Area Health Corporation
- Californian Rural Indian Health Board, Inc.
- Ho-Chunk Nation
- Jena Band of Choctaw Indians
- Navajo Nation - Department of Highway Safety
- Stockbridge-Munsee Community
- White Earth Band of Chippewa Indians

**Refer to *Appendix E* for contact information for all Part II Projects**

## Roles and Responsibilities

<b>Provide a logic model</b>	<ul style="list-style-type: none"><li>• Provide a logic model plan for the Part II Project. The logic model will address the stages of the project development implementation and evaluation with proposed timeline.</li></ul>
<b>Develop culturally competent IP programming</b>	<ul style="list-style-type: none"><li>• Develop culturally competent, project-related information to educate and empower communities to take action in injury prevention.</li></ul>
<b>Develop an evaluation plan</b>	<ul style="list-style-type: none"><li>• Develop a project evaluation plan with baseline data, timeline, and outcome measures.</li></ul>
<b>Participate in required TIPCAP activities</b>	<ul style="list-style-type: none"><li>• Participate in IHS/monitoring contractor conference calls and webinars.</li></ul>

# Part II Project Staff

Part II Projects will have an administrative oversight designee by the tribe or tribal organization who will manage the responsibilities of the Part II Project and will support injury prevention projects that are culturally-competent to empower communities to take action in injury prevention. For the purposes of this guide, we will refer to this position as the Coordinator.

# Part II Administrative Responsibilities

Items listed must be completed each program year.

	Frequency	Notes
<b>Project Officer Visits</b>	Monthly	On site or by phone
<b>Conference Calls with Monitoring Contractor</b>	Semi-annually	Will be scheduled by monitoring contractor; Project Officer required
<b>Monitoring Contractor Satisfaction Survey</b>	Annually	Will be administered electronically by monitoring contractor
<b>Annual Workshop</b>	Annually	Coordinator completes/returns planning survey; attends, participates in, and evaluates workshop; Project Officer required; other attendees optional
<b>Webinars</b>	3+ /year	Hosted by IHS and monitoring contractor; includes both administrative and educational webinars
<b>TIPCAP Newsletter</b>	Once/year	Distributed bi-annually by monitoring contractor/IHS; each TIPCAP site is required to contribute at least once per year
<b>Training</b>	As needed	Reference Training in <a href="#">Section 5: Injury Prevention Program Skill Building</a>
<b>Conferences</b>	As needed	Reference Conferences in <a href="#">Section 5: Injury Prevention Program Skill Building</a>
<b>Publications</b>	As needed	Reference Publications in <a href="#">Section 5: Injury Prevention Program Skill Building</a>

## Conference Calls

The main purpose of the conference calls is to increase communication and collaboration between the Coordinator, IHS Project Officer, and the monitoring contractor. Calls seek to build rapport with sites and to assist Coordinators in making progress toward the goals and objectives identified in their proposals and continuation applications. In addition, calls include TA in selected topics, such as program planning, implementation, training, and evaluation.

The Coordinator and IHS Project Officer are required to participate in calls scheduled by the monitoring contractor. Other tribal staff associated with TIPCAP sites (e.g., supervisors, assistants, etc.) are encouraged to participate in the calls.

The monitoring contractor conducts conference calls semiannually. Calls include the monitoring contractor, the Coordinator, the IHS Project Officer. Individual-format conference calls usually last between 45 and 60 minutes.

Activities conducted during conference calls can vary and may include:

- Review of project goals and objectives (for each year)
- Discussion of TA needs
- Follow-up from previous correspondence
- Program sustainability

### How are the conference calls conducted?

All individual conference calls with the monitoring contractor are held using an online video conferencing software called Zoom. It allows unified cloud conferencing, simple online meetings, group messaging, and a software-defined conference room solution into one easy-to-use platform. Although Zoom is a video conferencing software, attendees do not have to join the video portion of the call. There is a dial in phone number that allows participants to join the meeting. For help with Zoom there are tutorials and video introductions available on the help center website: <https://support.zoom.us/hc/en-us>.

### What happens after a site conference call?

A brief summary of each conference call will be provided to the Coordinator, IHS Project Officer, and IHS IP Program Manager, usually by email. A recording of the conference call will be uploaded to the internal, password-protected TIPCAP website ([www.tipcap.org](http://www.tipcap.org)) and added to the TIPCAP site's program-specific page.

# TIPCAP Annual Workshop

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Each project year, an annual TIPCAP workshop provides an opportunity to increase a Coordinators' knowledge and skills, foster collaboration among sites, and increase visibility of programs. The training workshop is designed to be interactive, culturally appropriate, and tailored to the priorities of workshop participants.

Attendance and participation by each Coordinator is mandatory. If a Coordinator is unable to attend, prior notification describing the reasons must be submitted to the IHS IP Program Manager in writing. Each TIPCAP site allocates travel funds for the Coordinator to attend the workshop every year. If the Coordinator position is vacant at the time of the annual meeting, the tribe or tribal organization is required to send an alternate.

A TIPCAP site may send more than one person in addition to the Coordinator to the annual workshop at its own expense.

## **What is the purpose of the annual workshop?**

The annual workshop will focus on new information, skill building, communication, and networking to assist TIPCAP sites with capacity building.

## **Who participates in the annual workshop?**

Part II Projects are required to attend the annual workshop. The IHS Project Officers, IHS IP Program Manager, and monitoring contractor are responsible for the development, facilitation, and evaluation of the workshop. Keynote speakers and subject matter experts are invited to present at the workshop.

## **How is the annual workshop agenda developed?**

A survey of all TIPCAP sites is conducted to gather feedback on recommendations for the agenda format, speakers, and other logistics. The IHS Project Officers, IHS IP Program Manager, and monitoring contractor assist in the development of the workshop agenda.

The workshop is designed to be interactive, culturally appropriate, and tailored to the priorities of tribal IP participants (e.g., panel presentations, oral presentations, and/or roundtable discussions).

## **Where is the annual workshop held?**

IHS, the monitoring contractor, and TIPCAP sites will consult and determine a location annually. Hotel logistics are coordinated by the IHS HQ Injury Prevention Staff.

# Webinars

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Webinars are a tool to provide TIPCAP administrative updates and provide a way for TIPCAP sites to receive injury prevention education specific to tribal communities. Group-format webinars enable information sharing and serve as an educational forum for TIPCAP sites. Webinars usually last up to 60 minutes and are held using the Zoom web-based system. A recording of each webinar will be sent by email to all TIPCAP sites, Project Officers, and IHS. All webinars will be archived and available at TIPCAP.org.

## Administrative Webinars

Administrative webinars involve all Part I Programs and Part II Projects, designated IHS Project Officers, Grants Management, the IP Program Manager, and the monitoring contractor. Administrative webinars cover a variety of topics, including:

- Program or grants management updates or announcements
- General grantee requirements or changes
- Injury data

## Educational Webinars

There will be three or four educational webinars conducted each year. All Part I Programs and Part II Projects are invited to attend. Other attendees include IHS Project Officers, the IP Program Manager, IHS injury prevention staff, and the monitoring contractor. Educational webinars feature experts in injury prevention programming and will cover a variety of topics, including program planning, implementation, and evaluation.

The monitoring contractor will also inform coordinators about other webinars or online educational opportunities that are available from established injury prevention organizations or networks.

# TIPCAP Newsletter

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## What is the purpose of the TIPCAP newsletter?

The TIPCAP newsletter facilitates communication and networking among the TIPCAP sites. Articles in the newsletter usually include:

- Announcements/news from the IHS IP Program Manager
- Spotlights on Part I and Part II IP Coordinators and other TIPCAP staff
- Updates from the monitoring contractor (e.g., site visits, conference calls)
- Highlights of innovative approaches to community injury prevention programs
- Lessons learned
- Survey results
- Photographs of injury prevention coordinators in action
- Training and conference opportunities
- IP calendar events
- IP resources

## When and how are newsletters published?

Newsletters are developed twice per year and distributed electronically by email (in PDF format) as well as hosted on the IHS Injury Prevention website. To include someone on the newsletter distribution list (e.g., someone who works with your program), you can send the name and contact information (e.g., email address) to the monitoring contractor and/or to the IHS IP Program Manager.

## How are TIPCAP sites/Project Officers expected to contribute to newsletters?

TIPCAP sites are expected to contribute to the newsletter once each project year, but are encouraged to contribute to both issues, if possible. Submissions can include articles, photos, and/or program announcements.

## Who do I send my newsletter article and photos to?

The monitoring contractor organizes all the newsletter articles and designs the overall newsletter. You can send your newsletter articles and the accompanying image files and photo release forms to anyone on the monitoring contractor team.

**Visit the IHS TIPCAP website for copies of past newsletters**

<https://www.ihs.gov/InjuryPrevention/tipcap/tipcapnewsletters/>



# 5

## Injury Prevention Program Skill Building

### In this section:

- Training Opportunities
- Conferences
- Publishing

MV Occupant Death Rate  
Group and Race, 2014-2018, per  
100,000



# Training

There are several opportunities for staff development and training outside of the annual TIPCAP workshop and the oversight that TIPCAP sites receive from Project Officers, the monitoring contractor, and IHS IP Program Manager. IP Coordinators (and other tribal staff members) are encouraged to pursue these staff development opportunities, which will enhance their skills and knowledge and help to further improve the site's IPP.

## Indian Health Service IP Training Program Courses

As part of the training for TIPCAP sites, the IHS IPP offers a comprehensive IP Training Program. These trainings include practitioner and advanced IP training: (a) Injury Prevention Series, (b) long-term training in the IHS Injury Prevention Fellowship program, and (c) Safer Native American Passengers (SNAP).

### Injury Prevention Series (Courses 1-3)

Each course is usually held for 3-3.5 days. There are no course fees unless otherwise noted. General training expenses include travel (e.g., airfare, rental car, taxi fare) and per diem (e.g., hotel, food) costs. The courses are available to all IHS and tribal personnel through the Environmental Health Support Center in Albuquerque, NM. In addition, courses are held in other IHS Areas when the IHS Area IP Specialist or a tribe hosts a course. Courses are also being held virtually. All 3 courses are required to apply for the Injury Prevention Fellowship program.

#### Injury Prevention Course 1

This is the first course in the series. Topics include:

- The public health approach to injury and violence prevention (IVP), with emphasis on 1) defining the problem and 2) identifying risk and protective factors for IVP
- Communicating the IVP problem
- Coalitions for addressing injury/violence
- Funding and proposal planning for IVP
- Continuous learning opportunities

#### Injury Prevention Course 2\*

This course educates participants on the core components of the public health approach to prevent injuries among AI/ANs. Topics include:

- Using and summarizing data
- Finding and selecting evidence-based interventions (EBIs)
- Adapting/tailoring EBIs to specific cultures
- Planning, evaluating, communicating about EBIs
- Developing an IVP proposal

#### Injury Prevention Course 3\*\*

This course will be the third and final course in the series. This will be an advanced look into practicing and implementing community-based injury prevention programs.

**For a list of upcoming courses:**

<https://www.ihs.gov/ehsc/>

\*Prerequisite: Injury Prevention Course 1

\*\*Prerequisite: Injury Prevention Courses 1 & 2

## Injury Prevention Fellowship Program\*

Since 1987, the IHS IPP has offered a fellowship program for advanced learning about IP. Those who participate in this program often want to learn more about how to plan, implement, and evaluate an IPP in their tribal community. The Fellowship gives advanced training in community interventions, coalition building, injury epidemiology (the study of injury), program evaluation, presentation skills, and fieldwork. Participants in the 16-month program (called Fellows) apply this training by working on individual projects in their home communities. These projects often involve collecting specific injury data and planning, conducting, or evaluating an IPP. The two IP fellowship program tracts—the Program Development Fellowship and the Epidemiology Fellowship.

Each Injury Prevention Fellowship includes four project phases (i.e., Planning, Implementation, Results, Deliverables) during which Fellows will participate in distance-learning sessions and three in-person learning sessions (CDC, Field, Symposium.)

## Safe Native American Passengers (SNAP)

Designed after the NHTSA National Standardized CPST, this 12-hour course is specific to AI/ANs and introduces people to the basic concepts of CPS. First released in 2003, the SNAP course is taught in more than 60 tribal communities and reaches 500 safety advocates each year. Many people who have completed SNAP training have become certified NHTSA CPS technicians, serving as important resources in their local communities.

The audience for this course is anyone who works in AI/AN communities and is interested in increasing the use of CPS seats. SNAP does not replace the National Standardized CPST program technician course, nor does it offer certification. SNAP is an introduction to CPS and may help prepare you for the NHTSA CPS technician course.

**For more information about the Fellowship Program:**

<https://www.ihs.gov/injuryprevention/training/fellowshipprogram/>

\*Prerequisite: Completion of IHS Injury Prevention Series (Courses 1-3)

**For more information about SNAP or to download the SNAP course materials:**

<https://www.ihs.gov/injuryprevention/training/snap/>

## National Highway Traffic Safety Administration Courses

### CPS Technician Course

The National Standardized CPST certification course is usually 4-5 days long and combines classroom instruction and hands-on work with car seats and vehicles. The training includes a community safety seat checkup event where students demonstrate proper use and installation of child restraints and safety belts and then teach these skills to parents. Successful completion of this course certifies the individual as a CPS technician for two years. There is a fee for registration for technician certification courses.

**For more information and to register for either course:**

<http://cert.safekids.org>

### CPS Instructor Candidacy

Any currently certified technician who has been certified for a minimum of six months at the time of registration is eligible to apply for instructor candidacy. Once enrolled as an instructor candidate, the participant must maintain their technician certification the entire time and pass an instructor candidate's evaluation. The benefit of instructor certification is that it allows a graduate to conduct CPS technician courses and recertify existing technicians within the tribe's community. There is an application fee for instructor candidacy.

## A Matter of Balance

### Master Trainer Session

A Matter of Balance fall prevention program is an 8-week structured group intervention that emphasizes practical strategies to reduce fear of falling and increase activity levels. The two-day training session provides materials and information to learn how to coach a Matter of Balance class. At the end of the session the Master Trainer will be prepared to recruit and train volunteers to lead a class, coordinate the program within their community, market the program to older adults, and evaluate outcomes.

**About A Matter of Balance:**

<https://www.ncoa.org/resources/program-summary-a-matter-of-balance/>

## Tai Chi

### Tai Ji Quan: Moving for Better Balance

Developed by a team of researchers at the Oregon Research Institute, this program has been tested and demonstrated to be effective in decreasing the number of falls, reducing the risk of falling and fear of falling, and improving functional balance and physical performance among persons aged 70 and older.

**For information on how to implement Tai Chi into your fall prevention program:**

<https://tjqmabb.org/>

### Tai Chi for Health Institute

Muscle strengthening, balance, and gait training exercises for older adults are within the guidelines for fall prevention community-based programs. One training recommendation for Tai Chi training includes Dr. Paul Lam's Tai Chi certification sessions.

**For information on how to attend certification sessions:**

<https://taichiforhealthinstitute.org/>

## Bingocize®

### Online Training

Bingocize® is a socially engaging group-based program for older adults that combines exercise, health education, and the widely popular game of bingo. Bingocize® is delivered live by a trained lay leader either face-to-face or using the Bingocize® web-based app. The online training consists of self-paced modules and can be completed in about an hour, depending on the individual. A Certificate of Completion can be printed at the end of the training. The training is good for 2 years.

**For more information and to apply:**

<https://www.wku.edu/bingocize/>

Note: There are licensing and training costs associated with this program.

## Other Injury Prevention Courses

### Epi Info™ Tutorials

Epi Info is a public domain software package designed for the community of public health practitioners and researchers. It enables easy form and database construction, data entry, and analysis with epidemiologic statistics, maps, and graphs.

**For more information or to download Epi Info:**

<https://www.cdc.gov/epiinfo/support/tutorials.html>

# Conferences

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TIPCAP sites can also build their skills and learn about other public health and IP programs by attending and presenting at conferences. This section includes several recommended conferences and meetings for TIPCAP sites to attend or at which to give a presentation on their program(s).

## **American Public Health Association**

[www.apha.org/events-and-meetings](http://www.apha.org/events-and-meetings)

## **Kidz in Motion**

[www.kidzinmotion.org](http://www.kidzinmotion.org)

## **Lifesavers**

[www.lifesaversconference.org](http://www.lifesaversconference.org)

## **Mothers Against Drunk Driving**

[www.madd.org](http://www.madd.org)

## **National Council on Aging, Age+Action**

[www.ageaction.org](http://www.ageaction.org)

## **National Indian Health Board**

[www.nihb.org](http://www.nihb.org)

## **National Rural Transit Assistance Program**

[www.nationalrtap.org](http://www.nationalrtap.org)

## **National Transportation in Indian Country**

[www.nticc.org](http://www.nticc.org)

## **Safe States Alliance**

[www.safestates.org](http://www.safestates.org)

## **Society for Advancement of Violence and Injury Research**

[www.savirweb.org](http://www.savirweb.org)

# Publications

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Publishing an article/manuscript is a great way to share information about IP programs and the lessons learned with other people working to reduce injuries in public health. This section includes some brief information on how and where to publish manuscripts.

## Submission Requirements

Every journal has specific requirements (e.g., length, format) for article submission. Once a journal is selected, review the requirements and guidelines before submitting the article.

## Article/Manuscript Types

Although there are several different types of articles and titles differ depending on the journal, for the most part, articles and manuscripts can be classified into five categories:

- Letters to the editor: Short (< 500 words) opinion pieces addressing a recently covered topic.
- Feature articles: Features, often solicited, present the current status of a subject area and implications for policy, practice, or future research.
- Research articles: Describe innovative public health research and usually require the following sections: introduction/purpose, methods, results (outcomes), discussion, and conclusion.
- Practice articles: Describe innovative public health programs and initiatives, their current status, and documented outcomes. This is likely to be the most common type of article for TIPCAP projects.
- Viewpoints and commentaries: These are short opinion pieces, often solicited, addressing contemporary public health issues.

## Assistance

If you have questions or are interested in publishing, please contact the monitoring contractor. The monitoring contractor can assist with journal selection, article focus, data analysis, and manuscript editing, as well as other aspects of the publication process. The monitoring contractor also has access to resources that are not listed in this guide to assist TIPCAP sites with publishing.

# 6

## TIPCAP Resources

### In this section:

- TIPCAP Resource Guide
- TIPCAP.org





# TIPCAP Resource Guide

The purpose of the **TIPCAP Resource Guide** is to assist TIPCAP sites in the implementation of TIPCAP's goals and expectations by describing available resources for tribal injury prevention programs. The Resource Guide contains all the program planning, evaluation, and injury-specific resources that used to be a part of the TIPCAP Program Guide. The Resource Guide is updated annually at the same time as the Program Guide.

## What You Can Find in the TIPCAP Resource Guide

- **Program Planning and Implementation Resources**
- **Data Collection Resources**
- **Program Evaluation Resources**
- **Program Sustainability Resources**
- **Grants and Funding Resources**
- **Program Strategies**
- **Injury-Specific Resources**
  - Motor Vehicle-Related Injury Prevention
  - Elder Fall Prevention
  - Traumatic Brain Injury Prevention
  - Pedestrian Safety
  - Drowning Prevention
  - Fire/Burn Prevention
  - Poisoning Prevention
  - Overdose Prevention
  - Suicide Prevention
  - Gun Violence Prevention

**View and download the TIPCAP Resource Guide:**

[https://www.ihs.gov/sites/injuryprevention/themes/responsive2017/display\\_objects/documents/TIPCAP\\_Resource\\_Guide\\_2024.pdf](https://www.ihs.gov/sites/injuryprevention/themes/responsive2017/display_objects/documents/TIPCAP_Resource_Guide_2024.pdf)

TIPCAP.org is an internal, password-protected website specific to this cycle of TIPCAP (2021-2025). This website acts as a “hub” for TIPCAP sites to access important TIPCAP-specific documents, resources, and announcements. Only TIPCAP sites, Project Officers, IHS IP Program Managers, and the monitoring contractor have access.

## What You Can Find on TIPCAP.org

- **Templates and Tools** – Links to TIPCAP-specific documents like the Reporting Template, Data Reporting Tools, and other documents.
- **Resources** – Links to resources from IHS and other validated organizations that can help you develop and sustain your injury prevention activities, as well as an archive of TIPCAP webinar recordings and videos.
- **Annual Workshop** – Includes details about the upcoming workshops as well as an archive of recordings, presentation slides, or any resources shared during previous workshops.
- **Discussion Board** – A place for sites to collaborate with each other and offer solutions or tips to others about their injury prevention activities.
- **Contact Information** – Includes IHS personnel and Project Officers, all TIPCAP sites, and the monitoring contractor team.
- **Program-Specific Pages** – Each of these pages is user-restricted, meaning only those who have been granted access can view the page. Those with access include the site’s program staff, IHS Project Officer(s), IHS personnel, and the monitoring contractor. On these pages, you will find:
  - Cover page and reporting checklist
  - Data reporting tools
  - Conference call recordings
  - Site visit reports and recordings (Part I sites only)

## Getting Access to TIPCAP.org

If you need access for yourself or for a colleague, you will need to request a username and password. Email the monitoring contractor for access. Please include in your email what TIPCAP program you are associated with. Once your account has been created, you will receive instructions for how to login.

## Website Access Issues

If you ever have trouble accessing the website, please email the monitoring contractor for help. They can reset your password manually or walk you through any other access issues.

**Access the internal TIPCAP website:**

[www.tipcap.org](http://www.tipcap.org)

# 7

## Frequently Asked Questions (FAQs)

### In this section:

- Roles and Responsibilities
- Using Federal Grant Funding
- Tribal Data
- Language and Logos for Publication

# Frequently Asked Questions (FAQs)

## Roles and Responsibilities

### What are the different roles of IHS Headquarters staff?

At IHS, there is a division of labor for TIPCAP: technical and administrative.

- **Technical:** CDR Molly Madson, IHS IP Program Manager, and CDR Andrea Tsatoke, IHS Injury Prevention Specialist, are responsible for responding to scientific, technical, and programmatic questions.
- **Grant Administration:** Andrew Diggs, Senior Grants Management Specialist, and Marsha Brookins, Director at IHS Division of Grants Management (DGM), are responsible for responding to questions from the grantees related to business and grants administrative matters (non-programmatic areas).

### Who is in charge of the grant at the tribal level, the designated IP Coordinator or their supervisor or department head?

The person at the tribe or tribal organization responsible for the grant is the individual identified in the tribe's approved "Application for Federal Assistance" (Standard Form 424, section 5, "Applicant Information").

### Is it a requirement that an identified TIPCAP site participate in all conference calls with the IHS Project Officer and monitoring contractor?

Yes. The conference calls provide technical oversight, assistance, and guidance for the TIPCAP site.

### Do we have to follow all recommendations provided by the monitoring contractor (e.g., recommendations made in conference calls and site visit summaries)?

The TIPCAP site and IHS Project Officer need to determine how to use and implement the TA that the monitoring contractor provides. The monitoring contractor's TA is designed to enhance and promote the sustainability of tribal IPPs. Recommendations provided by the monitoring contractor for progress reporting, data collection, and program evaluation may help the site's ability to share, document, and market success to the tribe, IHS, and other potential funding agencies and programs. The TIPCAP site and Project Officer are encouraged to collaborate on what recommendations should be implemented and how. Every effort will be made by IHS and the Project Officer to distinguish between what are recommendations and what are requirements.

# Frequently Asked Questions (FAQs)

## Roles and Responsibilities (cont.)

### **As an IHS Project Officer, who should I contact if I have a question about the grant, the designated IP Coordinator or their supervisor or department head?**

It depends on how the tribe or tribal organization has delegated the responsibility for the cooperative agreement grant. IHS Project Officers should make contact with all individuals in the chain of delegation for the cooperative agreement; explain the Project Officer's role, goals, and scope of work of the cooperative agreement; and determine how the tribe or tribal organization would like the IP Coordinator to interact with them. If this is not an acceptable relationship, the IHS Project Officer can propose and document a more manageable relationship that will contribute to the success of the program/project.

### **Should the IHS Project Officer for a cooperative agreement be an integral part of decisions made regarding the project?**

Yes. It is understood that the TIPCAP site is responsible for making day-to-day operational decisions, with technical and administrative guidance from their IHS Project Officer. It is also understood under the terms of a cooperative agreement that the IP Coordinator, Project Officer, IHS IP Manager, and monitoring contractor are partners in the decisions made that determine the directions and success of the program/project.

### **Is the tribe or tribal organization responsible for performing the direct duties and responsibilities of an absent or not yet appointed IP Coordinator?**

Yes. The cooperative agreement is a contract between IHS and the tribe or tribal organization. Each of the agreements is different, but all identify someone at the tribe or tribal organization as the responsible party. That person is contractually responsible for performing the duties of the program. In most cases, an IP Coordinator is hired, and the day-to-day responsibilities are delegated to the Coordinator. If the tribally-hired IP Coordinator position is vacant, the responsible person at the TIPCAP site must notify IHS of the change in status and make arrangements to replace the IP Coordinator and/or modify the scope of work.

### **Is the tribe or tribal organization responsible for performing the direct duties and responsibilities of an absent or not yet appointed IP Coordinator?**

Yes. The cooperative agreement is a contract between IHS and the tribe or tribal organization. Each of the agreements is different, but all identify someone at the tribe or tribal organization as the responsible party. That person is contractually responsible for performing the duties of the program. In most cases, an IP Coordinator is hired, and the day-to-day responsibilities are delegated to the Coordinator. If the tribally-hired IP Coordinator position is vacant, the responsible person at the TIPCAP site must notify IHS of the change in status and make arrangements to replace the IP Coordinator and/or modify the scope of work.

# Frequently Asked Questions (FAQs)

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## Using Grant Funding

### **What can we purchase with the grant money (such as incentives or prizes)? Can we buy incentives for people who participate in an IPP event?**

The general rule is that items of \$30 or less are acceptable for incentives, up to \$1,000 of annual budget. The IP Coordinator and Project Officer should work within this guidance to determine appropriate expenditures for incentives. Cash incentives are not acceptable.

If incentives were part of the approved budget for the year, no further approvals are required. If incentives are added to the IPP activities during the project period, concurrence and approvals must be sought by Grants Management and IHS Headquarters.

### **Can profit be made from projects (like the sale of car seats, t-shirts, jackets, etc.) produced with money from the Federal funding of a cooperative agreement?**

No. A project cannot use Federal grant funding for profit of any product purchased with Federal funding.

### **Can Part II Projects use their funding to supplement the staff salary?**

Yes. However, no more than 20% can be used for salary for the Part II sites, which is \$6,400.

## Tribal Data

### **What is the protocol for using tribal data?**

Tribes have review, clearance, and approval processes for collecting and reporting tribal data, (i.e., quantitative and qualitative). Follow tribal procedures for approval for any injury surveillance or community surveys prior to starting program activities.

## Language and Logos for Publications

### **Are there guidelines to follow when using language and logos for publications that refer to or describe TIPCAP?**

Yes. Please contact the IHS IP Program Manager for additional information.

# 8

## Appendices

### In this section:

- Appendix A: SMART Objectives Example
- Appendix B: Logic Model Example
- Appendix C: Evaluation Information
- Appendix D: TIPCAP Glossary of Terms
- Appendix E: Contact Information



# Appendix A: SMART Objectives Examples

**SMART Objectives**  
=  
Specific, **M**easurable, **A**chievable, **R**elevant, **T**ime-Frame

## Level: Outcome and Impact



### Data Sources that Measure Outcome and Impact

Often the data to which you have access determines what you will measure in a SMART objective. Access to the following types of data for your target population (e.g., children, older adults) allows for SMART objectives to measure outcome and impact.

#### Deaths

- Potential Secondary Data Sources: Traffic crash reports, hospital admissions, emergency room visits, ambulance run logs, state trauma reports

#### Injuries

- Potential Secondary Data Sources: IHS injury surveillance systems (OEH), hospital admissions, emergency room visits, ambulance run logs, traffic crash reports, state trauma reports, averted potential adverse interactions of medications
- Potential Primary Data Sources: Surveys on self-reported falls

#### Behavior

- Potential Secondary Data Sources: State behavioral risk surveys
- Potential Primary Data Sources: Surveys on restraint use, knowledge and attitudes (community surveys, pre/post tests), self-reported drinking and driving, self-reported decrease fear of falling

#### Other

- Potential Primary Data Sources: Pre- and post-exercise gait and balance scores



# Appendix A: SMART Objectives Examples

## Level: Outcome and Impact (cont.)

### Examples of Outcome Objectives

1. By the end of year 5, decrease by 15% the number (X number to X number) of hospitalizations due to falls in adults age 55+ years from the XYZ reservation.
2. By the end of year 5, reduce the number of night-time alcohol-related crashes occurring on all roads on the XYZ reservation by 20%.
3. By the end of year 5, decrease by 30% (X number to X number) the number of head injuries treated at the XYZ emergency department due to bicycle, skateboard, quad vehicle, and skating crashes.

### Examples of Impact Objectives

1. By the end of the first project year, there will be a 20% increase in the proportion of children under 5 years of age correctly riding in car seats (from 30% to 50%) at the XYZ community.
2. By the end of year 3, increase the percentage of tribal homes on the XYZ reservation that have operable smoke alarms by 20% (from 20% to 40%).
3. By the end of year 5, increase driver seat belt use from 30% to 50% in XYZ community.
4. By the end of year 4, increase self-reported positive driving behavior (not texting and driving in last 20 days and seat belt use) of 15+ year olds at X, Y, and Z high schools.
5. By the end of year 4, complete primary seat belt law proposal to tribal council.
6. Increase health care provider knowledge of evidence-based programs and services for fall prevention from X number to X number by the end of year 4.

### What's Needed

- **Time:** Objective must be achievable by the end of the 5-year cycle.
- **Baseline data:** Coordinator must have baseline data (related to the objective) before grant activities begin.
- **Final data:** Coordinator must have final data before grant activities end to compare to baseline data.
- **Evidence-based interventions:** These interventions must be implemented with fidelity (i.e., the way it was intended):
  - For example, if the coordinator is working to reduce DUIs by providing education only, it's expected there will be little gain in meeting the objective. Why? The evidence-based strategy is to increase enforcement of DUI laws **along with** education.
- **Data analysis:** Coordinator must have the ability to analyze the data or have access to someone who can analyze the data.

# Appendix A: SMART Objectives Examples

## Level: Process

### Data Sources that Measure Process

Access to the following types of data for TIPCAP activities allows for SMART objectives to measure process or the magnitude of your activities.

#### Potential Secondary Data Sources:

- Media venues (radio, social media, television) which track number of new stories, audience reach, website hits, billboard views, etc
- Department reports which track past referrals
- Home improvements

#### Potential Primary Data Sources:

Coordinator can measure any aspect of activities. Examples of primary process data variables that can be collected include:

- Number of materials distributed
- Number of car seats distributed
- Number of car seat corrections made
- Number of meetings conducted
- Number of respondents to a survey
- Number of elders participating in an exercise program
- Number of medication assessments conducted
- Number of CPS technicians trained
- Number of home modifications made

### Examples of Process Objectives

1. By the end of year 3, conduct 3 child safety seat check-up events—one in each of 3 communities on XYZ reservation.
2. Within the first 8 months of year 3, increase the number of child safety seats distributed by 10% (from X number to X number) over the number distributed in year 2.
3. By the end of the current project year, increase the number of adults age 55+ participating (i.e., attending 50% or more classes) in the Matter of Balance classes from 16 to 25 at the XYZ senior center.
4. By the end of year 3, conduct needs analysis surveys in 4 of the 9 tribal communities on reservation XYZ.
5. By the end of year 3, increase the number of older adults (age 55+) screened for fall risk by 10% (from X number to X number) as compared to year 2.

### What's Needed

- **Tracking method:** Use a good method (forms, spreadsheets, Epi Info) to track what you're measuring
- **Data:** Coordinator must have baseline, intermittent, and final data

**For more information on how to build SMART objectives:**

<https://www.cdc.gov/healthyouth/evaluation/pdf/brief3b.pdf>

# Appendix B: Logic Model Example

Logic Models are tools that link program inputs and activities to program products and outcomes. A well-constructed logic model will assist you in communicating the underlying theory (logic) that you have about why your activities are a good solution to the problem identified.

## Example Logic Model

Inputs	Outputs		Outcomes		
	Activities	Participation	Short	Medium	Long
<ul style="list-style-type: none"> <li>–ORG staff: Community injury prevention resources</li> <li>–Volunteer/paid providers of safe homes interventions</li> <li>–ORG collateral (i.e., checklists)</li> </ul>	<ul style="list-style-type: none"> <li>–Providers are trained by ORG to deliver the intervention</li> <li>–Trained providers recruit householders to participate in the intervention</li> <li>–Householders agree/consent to be part of the intervention</li> </ul>	<ul style="list-style-type: none"> <li>–Householders participate in the intervention (e.g., respond to baseline questions, participate in a discussion with provider about steps to take to improve home safety, respond to follow-up questions)</li> </ul>	<ul style="list-style-type: none"> <li>–Householders w/increased perception of risks of falls at home</li> <li>–Householders make changes to the physical environment at home to reduce the risk of falls</li> <li>–Householders act quickly to eliminate hazards as they happen</li> <li>–Householders act more carefully around home to prevent falls</li> </ul>	<ul style="list-style-type: none"> <li>–Householders educate other adults about how to prevent falls at home</li> <li>–Householders view home safety as more important</li> <li>–Other adults in the household are co-opted to act quickly to eliminate hazards as they happen</li> <li>–Other adults in the household act more carefully around home to prevent falls</li> </ul>	<ul style="list-style-type: none"> <li>–Fewer falls in homes</li> <li>–Fewer claims for falls in homes</li> <li>–Lower socio and economic costs to families caused by falls of family members</li> </ul>

The CDC's logic model guide provides guidance on constructing a logic model:

<https://www.cdc.gov/evaluation/logicmodels/index.htm>

# Appendix C: Evaluation Information

## Formative Evaluation

Formative evaluation is the assessment phase conducted prior to program implementation. This stage of planning can involve research and assessments to determine the best approach in implementing the program. It involves the review of what (e.g., specific details, methods, materials), who (e.g., staff skills, key stakeholders), how (e.g., strategies, resources, needs), why (e.g., reduce injuries), and when (e.g., time frame) the program will be implemented. This stage focuses on identifying possible challenges and opportunities to increase the program's success.

## Process Evaluation

Process evaluation looks at how program activities are delivered. This phase examines the program processes, components, and operation. It will determine if the strategy for implementation needs to be adjusted to be more effective. Process evaluation will provide important information to ensure the strategy is appropriate for the target audience.

Process evaluations start by counting various aspects of a program's delivery of services. For example, a process evaluation often counts the number and frequency of contacts made with the target population and counts all the events related to those contacts. Specifically, process evaluations can count the following types of activities conducted or supported by the IP Coordinator:

- Number of people attending an injury prevention health fair.
- Number of people attending a fall prevention training session.
- Number of people stopped during a DUI or seatbelt enforcement roadblock.
- Number of IP coalition meetings conducted in a community.
- Number of IP public service announcements (e.g., about seatbelt use, fire or fall prevention) aired or published in the community (e.g., on local radio stations, in tribal newspapers).
- Number of general IP trainings or workshops conducted in a community.
- Number of IP events supported by an injury prevention program.

IP Coordinators should track process evaluation measures and information as programs and events occur. The information is useful to document program activities and outcome measures for reporting purposes.

# Appendix C: Evaluation Information

## Impact Evaluation

This type of evaluation is conducted to determine how well a program is meeting its short-term goals and objectives, particularly changes in people’s knowledge, attitudes, beliefs, and/or behaviors. To conduct an impact evaluation, it is important to collect baseline information immediately before or as a program begins.

Impact evaluation provides information about a program’s intermediate results. Specifically, impact evaluation may focus on the following types of information:

- Changes in elders’ attitudes toward exercise participation.
- Changes in community member knowledge and attitudes about occupant restraints (seatbelts for adults or car seats for children).
- Changes in community member behaviors regarding seatbelt and car seat use.

Much of the information collected for an impact evaluation should be reported in regular progress reports to program funders (e.g., IHS). It is important for IP Coordinators and staff to identify existing knowledge, attitudes, beliefs, and behaviors prior to a program being implemented (baseline data) so that any changes in knowledge, attitudes, beliefs, and behaviors can be documented during and after a program has been implemented.

## Outcome Evaluation

This type of evaluation is conducted to determine how well programs succeed in achieving long-term goals and objectives, such as reducing morbidity and mortality. To assess achievement of these goals, it is important to have baseline morbidity and mortality information. Outcome evaluation generally relies on long-term (over several years) data collection conducted at specified intervals (e.g., 1 year, 3 years, and 5 years). It is usually conducted after a program has been completed.

The following are examples of outcome data measures for injury prevention programs:

- Changes in fall-related injury morbidity and mortality.
- Changes in motor vehicle-related injury morbidity and mortality.
- Changes in violence-related injury morbidity and mortality.
- Changes in the number of injury-related clinic and hospital visits.
- Seatbelt use (trend data).
- Child safety seat use (trend data).
- Citations issued (e.g., DWI, occupant restraints; trend data).

It is often only possible to show outcome evaluation data after several years of a TIPCAP site’s operation. Data on injury-related morbidity and mortality can be collected from various sources, including national data sources such as CDC and IHS. IP Coordinators should rely on TA from the monitoring contractor, IHS IP Program Manager, Tribal Epidemiology Centers, etc. in identifying appropriate data necessary for outcome evaluation.

# Appendix D: TIPCAP Glossary of Terms

## A

### AI/AN

American Indian and Alaska Native

### all-terrain vehicle (ATV)

a motorized off-highway vehicle designed to travel on four low-pressure tires, having a seat designed to be straddled by the operator and handlebars for steering control

## B

### baseline

the status of services and outcome-related measures such as knowledge, attitudes, norms, behaviors, and conditions before an intervention, against which progress can be assessed or comparisons made

### BIA

Bureau of Indian Affairs

### bike helmet

cyclists wear an approved bicycle helmet when riding a bike on a roadway or sidewalk

### blood alcohol concentration (BAC)

- the amount of alcohol present in the bloodstream, usually denoted in grams per deciliter (g/dl)
- a legal BAC limit refers to the maximum amount of alcohol allowed in the bloodstream that is legally acceptable for a driver on the road
- in order to facilitate detection of drunk driving in some countries, the law stipulates an equivalent quantity of alcohol in the air breathed out

### booster seat

a seat to help raise a child in a vehicle so that the vehicle's seatbelt fits properly

## C

### CDC

Centers for Disease Control and Prevention

### child safety seat

special seats for infants and toddlers that are secured in a vehicle with seatbelts or special anchors to increase the safety of the child in the event of a crash

### CHR

Community Health Representative

### coalition

an entity composed of several diverse organizations or constituencies that have agreed to work together to achieve a common goal

### cooperative agreement

a close collaboration between a funding agent and one or more recipients, in which the recipient agrees to accomplish a set of goals and objectives

### CPS

Child passenger safety

### CPST

Child passenger safety technician

## D

### data analysis

- the process of evaluating data using analytical and logical reasoning to examine each component of the data provided
- this form of analysis is just one of the many steps that must be completed when conducting a research experiment
- data from various sources are gathered, reviewed, and then analyzed to form some sort of finding or conclusion (cont.)

# Appendix D: TIPCAP Glossary of Terms

## **data analysis (cont.)**

there are a variety of specific data analysis methods, some of which include data mining, text analytics, business intelligence, and data visualizations

## **distracted driving**

includes activities like using a cell phone, texting, eating; using in-vehicle technologies (e.g., navigation systems) can also be sources of distraction

- visual distraction: tasks that require the driver to look away from the roadway to visually obtain information
- manual distraction: tasks that require the driver to take a hand off the steering wheel and manipulate a device
- cognitive distraction: the mental workload associated with a task that involves thinking about something other than the driving task

## **DGM**

Division of Grants Management

## **E**

### **elder environmental assessment**

vital for elder home safety; an assessment generally includes the following steps:

1. Check for exterior hazards, such as uneven walkways, crumbling porch steps, and loose stones
2. Interior safety hazards include loose railings, unstable surfaces, and improper lighting
3. Tape down cords and small rugs, which can be a tripping hazard for elderly people
4. Install grab bars in the bathroom to assist with getting in and out of the tub
5. Move heavy kitchen items to lower shelves for easy access
6. Stairs can be especially dangerous for seniors, so limit time on the stairs by moving furniture and everyday items to the lower floor

## **elder falls**

a common source of injury, particularly in the elderly population that are more likely to occur if impairments in balance, strength, perception, joint range of motion, postural function, or coordination are present

## **Epidemiology Information System (Epi Info)**

a freeware suite from the CDC of lightweight software tools, that delivers core ad-hoc epidemiologic functionality without the complexity or expense of large, enterprise applications

## **evaluation**

- the rigorous, scientifically based collection of information about program or intervention activities, characteristics, and outcomes that determines the merit or worth of the program or intervention
- evaluation studies provide credible information for use in improving programs or interventions, identifying lessons learned, and informing decisions about future resource allocation

## **evidence-based practice (EBP)**

- the use of systematic decision-making processes or provision of services which have been shown, through available scientific evidence, to consistently improve measurable client outcomes
- instead of tradition, gut reaction, or single observations as the basis for making decisions, EBP relies on data collected through experimental research and accounts for individual client characteristics and clinician expertise

## **F**

### **fall**

an event which results in a person coming to rest inadvertently on the ground, floor, or other lower level

# Appendix D: TIPCAP Glossary of Terms

## **fatal collision**

a motor vehicle traffic collision resulting in the death of one or more persons within 30 days of the collision

## **G**

### **GMS**

Grants Management System

### **goal**

an observable and measurable end result having one or more objectives to be achieved within a fixed timeframe

## **H**

### **Haddon's Matrix**

devised by William Haddon, Jr. (1972), it consists of categories and phases of injury-contributing factors that impact incidence, severity, and timing of involvement of each factor

### **harmful event**

an occurrence of injury or damage

### **Head Start**

a Federally funded preschool program that provides comprehensive services to low-income children and their families with the aim to prepare children for success in school through early learning

### **health communication**

the study and use of communication strategies to inform and influence individual and community decisions that enhance health

### **home safety assessment**

comprehensive assessment of the home environment and individual in order to make recommendations for modifications to improve safety due to dementia, fall risk, and/or decubitus risk

## **hospitalization**

- care in a hospital that requires admission as an inpatient and usually requires an overnight stay
- an overnight stay for observation could be outpatient care

## **I**

### **IHS**

Indian Health Service

### **impact statement**

- briefly summarizes the differences made by programs, research, or teaching efforts
- it states accomplishments and creates strong support for programs
- it answers the questions "So what?" and "Who cares?" and conveys accomplishments in simple language that is free of technical jargon

### **incidence**

the number of instances of illness or injury during a given period of time in a specified population

### **infant safety seat**

smaller child safety seat that is rear-facing in vehicles, specially designed for infants up to age 1 and 20 lbs

### **injury**

any unintentional or intentional damage to the body resulting from acute exposure to thermal, mechanical, electrical, or chemical energy or from the absence of such essentials as heat or oxygen

### **injury control**

the scientific approach to injury that includes analysis, data acquisition, identification of problem injuries in high-risk groups, option analysis, and implementation and evaluation of countermeasures



# Appendix D: TIPCAP Glossary of Terms

## **injury crash**

any crash involving an injury other than a fatal injury

## **injury prevention (IP)**

efforts to forestall or prevent events that might result in injuries

## **IPP**

injury prevention program

## **intentional injury**

an injury that is purposely inflicted, either by a person to him/herself or to another person (e.g., suicide or attempted suicide, homicide, rape, assault, domestic abuse, elder abuse, and child abuse)

## **intervention**

a specific activity or set of activities intended to bring about change in some aspect(s) of the status of the target population

## **J**

## **K**

## **L**

## **logic model**

a planning tool to clarify and graphically display what a project intends to do and what it hopes to accomplish and impact (see page 54 for an example)

## **M**

## **monitoring**

routine tracking and reporting of priority information about a program or project and its inputs, intended outputs, outcomes, and impacts

## **morbidity**

number of persons nonfatally injured or disabled; usually expressed as a rate, meaning the number of nonfatal injuries in a certain population in a given time period divided by the size of the population

## **mortality**

deaths caused by injury and disease; usually expressed as a rate, meaning the number of deaths in a certain population in a given time period divided by the size of the population

## **motor vehicle**

a mechanically or electrically powered device, not operated on rails, upon which or by which any person or property may be transported or drawn upon a roadway, including such vehicles as motorized skateboards or motorized bicycles (mopeds)

## **motor vehicle crash (MVC)**

an unintended event that causes death, injury, or property damage involving a motor vehicle in transport (in motion or in readiness for motion) on a roadway (a way or place) any part of which is open to the use of the public for purposes of vehicular travel

## **N**

## **NCPSB**

National Child Passenger Safety Board

## **NHTSA**

National Highway Traffic Safety Administration

## **NIHB**

National Indian Health Board

## **NOA**

Notice of Award

# Appendix D: TIPCAP Glossary of Terms

## O

### **objective**

a statement of a desired program or intervention result that meets the criteria of being specific, measurable, attainable, relevant, and timely (SMART; see Appendix A for examples)

### **occupant restraint**

a system or device designed to restrain a motor vehicle occupant in a crash by keeping the occupant in the vehicle seat and minimizing contact with the vehicle interior, other occupants, or objects outside the vehicle

### **ordinance**

a law or rule made by an authority, such as a Tribal Council

### **outcome**

short-term and medium-term effect of an intervention's outputs, such as change in knowledge, attitudes, beliefs, or behaviors

## P

### **partnership**

- coalition members, external stakeholders, and/or decision makers who support the work of the coalition
- the goal is to foster cooperative or collaborative relationships between these people and/or groups

### **personal floatation device (PFD)**

- the official terminology for a life jacket
- when properly used, a PFD will support a person in the water

### **public service announcement (PSA)**

a message in the public interest disseminated with the objective of raising awareness

## Q

### **qualitative data**

- data collected using qualitative methods such as interviews, focus groups, observation, and key informant interviews
- it can provide an understanding of social situations and interactions, as well as people's values, perceptions, motivations, and reactions
- generally expressed in narrative form, pictures, or objects (i.e., not numerically)

### **quantitative data**

- data collected using quantitative methods such as surveys
- quantitative data are measured on a numerical scale, can be analyzed using statistical methods, and can be displayed using tables, charts, histograms, and graphs

## R

### **reflective tape**

found on lifejackets to aid visibility for finding a person in the water in darkness

### **Ride Safe Program**

- developed by IHS in cooperation with the tribal Head Start programs to help tribal communities address motor vehicle injuries among AI/AN children
- the program aims to reduce the rate of motor vehicle-related injuries to children aged 3 to 5 years and enrolled in participating tribal Head Start programs by promoting motor vehicle child restraint use

## S

### **Safe Native American Passengers (SNAP)**

Culturally appropriate one day course introducing child passenger safety from IHS

# Appendix D: TIPCAP Glossary of Terms

## **saturation patrol**

involves law enforcement deploying additional police officers to targeted roadways during select time periods to detect and apprehend impaired drivers

## **seatbelt**

vehicle occupant restraint worn to protect occupants from injury, ejection, or forward movement in the event of a crash or sudden deceleration; seatbelt laws are divided into two categories:

- primary seatbelt laws allow officers to ticket a driver or passenger for not wearing a seatbelt, without any other traffic offense taking place
- secondary seatbelt laws allow officers to issue a ticket for not wearing a seatbelt only when there is another citable traffic infraction

## **Sleep Safe Program**

a collaborative project between the American Indian Head Start Programs Branch, IHS, and the U.S. Fire Administration with the goal to reduce the rate of fire and burn injuries among AI/AN children ages 0–5 enrolled in tribal Head Start Centers and high risk groups (i.e., elders)

## **SMART objectives**

objectives that are specific, measurable, attainable, relevant, and timely (see Appendix A for examples)

## **smoke alarms**

- devices that operate on batteries or electricity and can detect smoke from a fire within the home
- a smoke alarm will begin to beep to alert people within the home that there is smoke

## **safety checkpoints**

(different from carseat check events) checkpoints at which drivers are stopped by the police and breath-tested if there is reasonable cause for suspicion that alcohol has been consumed

## **social marketing**

a process that applies marketing principles and techniques to create, communicate, and deliver value in order to influence target audience injury prevention behaviors that benefit society as well as the target audience

## **social media**

forms of electronic communication (e.g., websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g., videos)

## **stakeholder**

a person or organization with direct interest, involvement, or investment in a program and/or its effort

## **suicidal ideation**

thinking about, considering, or planning for suicide

## **suicide**

death caused by self-directed injurious behavior with any intent to die as a result of the behavior

## **suicide attempt**

a nonfatal, self-directed, potentially injurious behavior with any intent to die as a result of the behavior. A suicide attempt may or may not result in injury

## **surveillance**

the ongoing, systematic collection, analysis, interpretation, and dissemination of data regarding a health-related event for use in public health action to reduce morbidity and mortality and to improve health

## **sustainability**

a community's ongoing capacity and resolve to work together to establish, advance, and maintain effective strategies that continuously improve health and quality of life for all

# Appendix D: TIPCAP Glossary of Terms

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## **sustainability plan**

- a written, community-based plan to achieve sustainability
- the plan demonstrates that stakeholders have reached a consensus on the definition and importance of sustainability

## **T**

### **technical assistance (TA)**

- tailored guidance to meet the specific needs of a site or sites through collaborative communication between a specialist and the site(s)
- assistance takes into account site-specific circumstances and culture and can be provided through phone, mail, email, Internet, or in-person meetings

### **TIPCAP**

Tribal Injury Prevention Cooperative Agreement Program

## **U**

### **unintentional injury**

injury that occurs without intent to harm (e.g., motor vehicle traffic, most burns, drowning deaths, and falls)

## **V**

## **W**

## **X**

## **Y**

## **Z**

# Appendix E: Contact Information

IHS Area	TIPCAP Site	Contact	Part	Project Officer
Alaska	Bristol Bay Area Health Corporation	Melany Eakin <a href="mailto:MEakin@bbahc.org">MEakin@bbahc.org</a>	Part II	Hugh Denny <a href="mailto:Hugh.Denny@ihs.gov">Hugh.Denny@ihs.gov</a>
Alaska	Maniilaq Association	Noah Root <a href="mailto:noah.root@maniilaq.org">noah.root@maniilaq.org</a>	Part I	Hugh Denny <a href="mailto:Hugh.Denny@ihs.gov">Hugh.Denny@ihs.gov</a>
Alaska	Norton Sound Health Corporation	Katie Hannon <a href="mailto:KHannon@nshcorp.org">KHannon@nshcorp.org</a>	Part I	Hugh Denny <a href="mailto:Hugh.Denny@ihs.gov">Hugh.Denny@ihs.gov</a>
Albuquerque	Albuquerque Area Indian Health Board	Sixtus Dominguez <a href="mailto:ASDominguez@aaihb.org">ASDominguez@aaihb.org</a>	Part I	Antoinette Toya <a href="mailto:Antoinette.Toya@ihs.gov">Antoinette.Toya@ihs.gov</a>
Albuquerque	Santo Domingo Pueblo	Eric Bailon <a href="mailto:Timothy.Bailon@kewa-nsn.us">Timothy.Bailon@kewa-nsn.us</a>	Part I	Antoinette Toya <a href="mailto:Antoinette.Toya@ihs.gov">Antoinette.Toya@ihs.gov</a>
Bemidji	Stockbridge-Munsee Community	Judy (Vera) Heubel <a href="mailto:Vera.Heubel@mohican.com">Vera.Heubel@mohican.com</a>	Part II	Casey Crump <a href="mailto:William.Crump@ihs.gov">William.Crump@ihs.gov</a>
Bemidji	Ho-Chunk Nation	Lisa Herritz <a href="mailto:Lisa.Herritz@ho-chunk.com">Lisa.Herritz@ho-chunk.com</a>	Part II	Casey Crump <a href="mailto:William.Crump@ihs.gov">William.Crump@ihs.gov</a>
Bemidji	White Earth Band of Chippewa Indians	Bryanna Chilton <a href="mailto:Bryanna.Chilton@whiteearth-nsn.gov">Bryanna.Chilton@whiteearth-nsn.gov</a>	Part II	Casey Crump <a href="mailto:William.Crump@ihs.gov">William.Crump@ihs.gov</a>
Billings	Rocky Mountain Tribal Leaders Council	Cyrus Leider, Jr., <a href="mailto:Cyrus.Leider@rmtlc.org">Cyrus.Leider@rmtlc.org</a> Aishitha Chembeti, <a href="mailto:Aishitha.Chembeti@rmtlc.org">Aishitha.Chembeti@rmtlc.org</a>	Part I	Darcy Merchant <a href="mailto:Darcy.Merchant@ihs.gov">Darcy.Merchant@ihs.gov</a>
California	Bakersfield American Indian Health Project	Joseph Anderson <a href="mailto:JAnderson@bakersfieldaihp.org">JAnderson@bakersfieldaihp.org</a>	Part II	Alyssa Bernido <a href="mailto:Alyssa.Bernido@ihs.gov">Alyssa.Bernido@ihs.gov</a>
California	California Rural Indian Health Board	Julie Villa <a href="mailto:Julie.Villa@crihb.org">Julie.Villa@crihb.org</a>	Part II	Tim Shelhamer <a href="mailto:Tim.Shelhamer@ihs.gov">Tim.Shelhamer@ihs.gov</a>
California	Indian Health Council, Inc.	Alexxa Casanova <a href="mailto:acasanova@indianhealth.com">acasanova@indianhealth.com</a>	Part I	Brian Lewelling <a href="mailto:Brian.Lewelling@ihs.gov">Brian.Lewelling@ihs.gov</a>
California	Northern Valley Indian Health, Inc.	Amanda Holley <a href="mailto:Amanda.Holley@nvih.org">Amanda.Holley@nvih.org</a>	Part I	Carolyn Garcia <a href="mailto:Carolyn.Garcia2@ihs.gov">Carolyn.Garcia2@ihs.gov</a>
Great Plains	Great Plains Tribal Leaders Health Board	Christy Hacker <a href="mailto:Christy.Hacker@gptchb.org">Christy.Hacker@gptchb.org</a>	Part II	Connie Giroux <a href="mailto:Connie.Giroux@ihs.gov">Connie.Giroux@ihs.gov</a>
Great Plains	Winnebago Comprehensive Healthcare System	Jennifer Hardeman <a href="mailto:jennifer.hardeman@wchs.health">jennifer.hardeman@wchs.health</a>	Part I	Connie Giroux <a href="mailto:Connie.Giroux@ihs.gov">Connie.Giroux@ihs.gov</a>
Nashville	Jena Band of Choctaw Indians	Mona Maxwell <a href="mailto:MMaxwell@jenachoctaw.org">MMaxwell@jenachoctaw.org</a>	Part II	Michael Hiles <a href="mailto:Michael.Hiles@ihs.gov">Michael.Hiles@ihs.gov</a>
Navajo	Navajo Nation-Department of Highway Safety	Norma Bowman <a href="mailto:NBowman@navajodot.org">NBowman@navajodot.org</a>	Part II	Zoey McKenzie <a href="mailto:Zoann.McKenzie@ihs.gov">Zoann.McKenzie@ihs.gov</a>
Navajo	Tuba City Regional Health Care Corp	Tina Billy <a href="mailto:Tina.Billy@tchealth.org">Tina.Billy@tchealth.org</a>	Part I	Zoey McKenzie <a href="mailto:Zoann.McKenzie@ihs.gov">Zoann.McKenzie@ihs.gov</a>
Oklahoma	Apache Tribe of Oklahoma	Antoninette "Toni" Short <a href="mailto:antoinette.short@apachetribe.org">antoinette.short@apachetribe.org</a>	Part II	Tod Narcomey <a href="mailto:Tod.Narcomey@ihs.gov">Tod.Narcomey@ihs.gov</a>
Oklahoma	Choctaw Nation of Oklahoma	David Jones, <a href="mailto:dejones@choctawnation.com">dejones@choctawnation.com</a> Consuelo Splawn, <a href="mailto:csplawn@choctawnation.com">csplawn@choctawnation.com</a>	Part I	David Bales <a href="mailto:David.Bales@ihs.gov">David.Bales@ihs.gov</a>
Oklahoma	Kaw Nation	LaVina Clark <a href="mailto:lclark@kawnation.com">lclark@kawnation.com</a>	Part I	David Bales <a href="mailto:David.Bales@ihs.gov">David.Bales@ihs.gov</a>
Oklahoma	Ponca Tribe of Oklahoma	Jocelyn Parker <a href="mailto:Jocelyn.Jackson2@ihs.gov">Jocelyn.Jackson2@ihs.gov</a>	Part I	James Isaacs <a href="mailto:James.Isaacs@ihs.gov">James.Isaacs@ihs.gov</a>
Phoenix	Ak-Chin Indian Community	Teri De La Cruz <a href="mailto:TDeLaCruz@ak-chin.nsn.us">TDeLaCruz@ak-chin.nsn.us</a>	Part II	Kayla Davis <a href="mailto:Kayla.Davis@ihs.gov">Kayla.Davis@ihs.gov</a>
Phoenix	Hopi Tribe	Megan Talahaftewa <a href="mailto:metalahaftewa@hopi.nsn.us">metalahaftewa@hopi.nsn.us</a>	Part I	George Chung <a href="mailto:George.Chung@ihs.gov">George.Chung@ihs.gov</a>
Phoenix	Salt River Pima-Maricopa Indian Community	Monte Yazzie <a href="mailto:Monte.Yazzie@srpmic-nsn.gov">Monte.Yazzie@srpmic-nsn.gov</a>	Part I	Kayla Davis, <a href="mailto:Kayla.Davis@ihs.gov">Kayla.Davis@ihs.gov</a> Rob Morrones, <a href="mailto:Robert.Morrones@ihs.gov">Robert.Morrones@ihs.gov</a>
Phoenix	Washoe Tribe of Nevada & California	Hunter Simpson <a href="mailto:hunter.simpson@washoetribe.us">hunter.simpson@washoetribe.us</a>	Part I	Martin Stephens <a href="mailto:Martin.Stephens@ihs.gov">Martin.Stephens@ihs.gov</a>
Portland	Northwest Portland Area Indian Health Board	Olivia Whiting-Tovar <a href="mailto:OWhiting@npaihb.org">OWhiting@npaihb.org</a>	Part I	Chris Fish <a href="mailto:Christopher.Fish@ihs.gov">Christopher.Fish@ihs.gov</a>

# Appendix E: Contact Information

## Monitoring Contractor Team

Team Member	Organization	Title	Email	Phone
Shelby Billie, BS	Centers for American Indian and Alaska Native Health, Colorado School of Public Health	Program Coordinator	<a href="mailto:Shelby.Billie@cuanschutz.edu">Shelby.Billie@cuanschutz.edu</a>	303-724-2373
Ashley Brooks-Russell, PhD	Injury & Violence Prevention Center, Colorado School of Public Health	Consultant	<a href="mailto:Ashley.BrooksRussell@cuanschutz.edu">Ashley.BrooksRussell@cuanschutz.edu</a>	
Ann Johnson, MS	Centers for American Indian and Alaska Native Health, Colorado School of Public Health	Technical Assistant for Data Management	<a href="mailto:Ann.Johnson@cuanschutz.edu">Ann.Johnson@cuanschutz.edu</a>	
Spero Manson, PhD	Centers for American Indian and Alaska Native Health, Colorado School of Public Health	Director	<a href="mailto:Spero.Manson@cuanschutz.edu">Spero.Manson@cuanschutz.edu</a>	303-724-1444
Holly McKinney, MPH	Centers for American Indian and Alaska Native Health, Colorado School of Public Health	Technical Assistance Coordinator	<a href="mailto:Holly.McKinney@cuanschutz.edu">Holly.McKinney@cuanschutz.edu</a>	
Sara Mumby, MA	Centers for American Indian and Alaska Native Health, Colorado School of Public Health	Media Coordinator	<a href="mailto:Sara.Mumby@cuanschutz.edu">Sara.Mumby@cuanschutz.edu</a>	720-341-9131
Jenn Russell, MHA	Centers for American Indian and Alaska Native Health, Colorado School of Public Health	Project Director	<a href="mailto:Jenn.Russell@cuanschutz.edu">Jenn.Russell@cuanschutz.edu</a>	303-724-1422

## Indian Health Service Staff

Team Member	Organization	Title	Email	Phone
Andrew Diggs	Division of Grants Operation	Senior Grants Management Specialist	<a href="mailto:Andrew.Diggs@ihs.gov">Andrew.Diggs@ihs.gov</a>	301-443-2241
Molly Madson	Division of Environmental Health Services	Injury Prevention Program Manager	<a href="mailto:Molly.Madson@ihs.gov">Molly.Madson@ihs.gov</a>	301-945-3189
Andrea Tsatoke	Division of Environmental Health Services	Injury Prevention Specialist	<a href="mailto:Andrea.Tsatoke@ihs.gov">Andrea.Tsatoke@ihs.gov</a>	240-535-9642