

## **CARE FOR STAFF PROGRAM INFORMATION**

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

In the Spring of 2023, Alberta Health defined the general approach of CCSMHS with engagement of stakeholders within the Continuing Care sector, and the Alberta Continuing Care Association (ACCA) was chosen as the delivery partner of CCSMHS in the Fall of 2023. Co-developed by Alberta Health and ACCA within the general approach defined by Alberta Health, Care for Staff is the support program funded by CCSMHS.

Care for Staff is to support Alberta Health Services contracted continuing care home and hospice operators and home and community care providers to implement initiatives to improve staff satisfaction and mental health. Eligible applicants may apply for funding to cover the incremental costs of implementing Quick Intervention Projects (QIPs) that directly impact staff mental health and/or make improvements to the workplace to better support staff wellbeing and improve staff retention for the sector.

### **Who is eligible to apply to Care for Staff?**

Alberta Health Services (AHS) contracted:

- Continuing care home operators
- Hospice operators
- Home & community care providers
- AH may add providers/operators to the eligible list should any new contracted providers become eligible.

### **What are the QIP (Quick Intervention Project) eligibility requirements?**

- Each applicant/site is required to provide evidence that staff were involved in selecting the QIP,
  - Descriptive statement on staff engagement or provide documentation of equivalent
- QIP must conclude no later than six (6) months after its start date and/or December 31, 2024, and
- Provide rationale that the QIP is evidence-based
  - Statement rationalizing evidential impact of QIP to staff satisfaction and mental health or provide reference to empirical publications/studies of equivalent
  - A list of suggested QIP categories is provided below and these categories of QIP have been pre-accepted as evidence-based
- Not intended to fund purchase/lease of hardware, or purchase/subscription of software
- Not intended to fund salaries and benefits of staff
- Applicants should reference the National Standard for Psychological Health and Safety in the Workplace, as well as the Mental Health Commission of Canada's "13 factors of psychological health and safety in the workplace" when considering their QIPs

**Suggested categories of QIP:**

<b>13 factors of psychological health and safety in the workplace</b>	<b>Suggested QIP categories and QIP examples that are accepted as having positive impact to the factors of psychological health and safety in the workplace</b>
<ul style="list-style-type: none"> <li>Organizational Culture</li> </ul>	<ul style="list-style-type: none"> <li>Workplace psychological health and safety assessment or training</li> </ul>
<ul style="list-style-type: none"> <li>Psychological and Social Support</li> </ul>	<ul style="list-style-type: none"> <li>Spiritual care providers, including Indigenous Elders</li> <li>Workplace psychological health and safety assessment or training</li> </ul>
<ul style="list-style-type: none"> <li>Clear Leadership &amp; Expectations</li> </ul>	<ul style="list-style-type: none"> <li>Practical leadership training</li> </ul>
<ul style="list-style-type: none"> <li>Civility &amp; Respect</li> </ul>	<ul style="list-style-type: none"> <li>Respect in the workplace training</li> </ul>
<ul style="list-style-type: none"> <li>Psychological Demands</li> </ul>	<ul style="list-style-type: none"> <li>Subsidized psychology services/counselling sessions</li> <li>Wellness spending fund for staff</li> </ul>
<ul style="list-style-type: none"> <li>Growth &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>Mindfulness-based stress reduction</li> <li>Subsidized physical wellness classes/memberships</li> </ul>
<ul style="list-style-type: none"> <li>Recognition &amp; Reward</li> </ul>	<ul style="list-style-type: none"> <li>Staff recognition program</li> </ul>
<ul style="list-style-type: none"> <li>Involvement &amp; Influence</li> </ul>	<ul style="list-style-type: none"> <li>Peer support programming</li> </ul>
<ul style="list-style-type: none"> <li>Workload Management</li> </ul>	<ul style="list-style-type: none"> <li>Time/workload management training</li> <li>Managerial/leadership training</li> </ul>
<ul style="list-style-type: none"> <li>Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Staff engagement program review</li> <li>Engagement training</li> </ul>
<ul style="list-style-type: none"> <li>Balance</li> </ul>	<ul style="list-style-type: none"> <li>Training on work-life balance</li> </ul>
<ul style="list-style-type: none"> <li>Psychological Protection</li> </ul>	<ul style="list-style-type: none"> <li>Trauma informed care training</li> </ul>
<ul style="list-style-type: none"> <li>Protection of Physical Safety</li> </ul>	<ul style="list-style-type: none"> <li>Workplace psychological health and safety assessment or training</li> </ul>
<ul style="list-style-type: none"> <li>OTHER</li> </ul>	<ul style="list-style-type: none"> <li>This is where the QIP applicant would need to provide 'evidence' that the proposed QIP would result in positive impact to any one of the 13 factors of psychological health and safety in the workplace.</li> <li>Accepted documentation includes: Academic journal, published story (e.g. from HQCA, Healthcare Excellence Canada, etc.), past project evaluation, etc.</li> </ul>

**Funding model and logistics:**

- Funding maximum calculated based on estimated number of participants of each QIP
  - Maximum of \$12,000 for up to 25 expected participants
  - Maximum of \$18,000 for 26 to 50 expected participants
  - Maximum of \$24,000 for 51 or more expected participants
- Approved QIP will receive funding once funding agreement is signed

**Newly proposed QIPs VS reimbursement for project spending consistent with requirements of QIPs:**

- Eligible applicants can apply for funding to support newly proposed QIPs OR reimbursement for project spending targeted to support mental health of staff
  - Reimbursement projects must have commenced AFTER July 1, 2023

**For Newly proposed QIP:**

**Application requirements:**

- A completed application
- Documented engagement with employees in choosing QIP
- Documented cost estimate of QIP from vendor/service provider of choice
- QIP funding agreement must be signed after conditional approval of QIP, and before funding is released to approved applicant

**QIP reporting requirements:**

- QIP must provide documented payment receipt matching original application estimate
- Completed reporting and survey templates must be submitted no later than 30 days after the conclusion of QIP (templates will be made available for review at the time of application)
- We highly encourage QIP participants (CC staff) to complete a post-QIP online survey, which is designed to collect anonymous feedback on the effectiveness of QIPs – this information is invaluable to the Care for Staff program, as well as any future Alberta Health-supported programs

**For Reimbursement QIP:**

**Application requirements:**

- A completed application
- Documented engagement with employees in choosing QIP
- QIP must provide documented payment receipt from vendor/service provider of choice
- Completed reporting and survey templates must be submitted
- QIP funding agreement must be signed after conditional approval of QIP, and before funding is released to approved applicant
- Only projects that started after July 1, 2023 are eligible for reimbursement
- Projects that started after July 1, 2023, and are still in progress at the time of application will be treated as a newly proposed QIP
- We highly encourage QIP participants (CC staff) to complete a post-QIP online survey, which is designed to collect anonymous feedback on the effectiveness of QIPs – this information is invaluable to the Care for Staff program, as well as any future Alberta Health-supported programs