HCAi
Department of Health Care Access and Information

Justice System-Involved Youth Program (JSIY)

Department of Health Care Access and Information

August 2023

Background and Eligibility

Pursuant to the Health Professions Careers Opportunity Program, Health and Safety Code Section 127885, et. seq., the Department of Health Care Access and Information (HCAI) will consider applications for the Justice System-Involved Youth Program (JSIY) that support and encourage underrepresented individuals to pursue health careers to develop a more culturally and linguistically competent healthcare workforce.

Competitive proposals will demonstrate a commitment to the JSIY goals by implementing the following components:

- Living Expense Support
- Counseling Support
- Academic Support
- Mentorship
- Career Development

Eligible Applicants

Applied Behavior Analysis Therapist
Assistant Psychologist
Associate, Bachelor or Master Degreed Social Worker
Bachelor Level Mental Health Worker
Behavioral Health Case Managers
Behavioral Disorder Counselor
Behavioral Health Assistant
Board Certified Behavior Analyst
Certified Peer Specialist
Community Health Worker/Promotor
Community Response Counselor
Emergency Medical Technician
Licensed Applied Behavioral Analysist
Licensed Clinical Psychologist
Licensed or Associate Clinical Social Worker
Licensed or Associate Marriage and Family Therapist
Licensed or Associate Professional Clinical Counselor
Licensed Psychiatric Technician
Mental/Behavioral Health Services Specialist
Mental Health Care Specialist
Mental Health Counselor
Mental Health Rehabilitation Specialist
Occupational Therapist
Occupational Therapist Assistant
Peer Personnel Specialist
Psychiatric Aid
Psychiatric Advanced Practice Nurse
Psychiatric Mental Health Nurse Practitioner
Psychiatric Registered Nurse
Psychiatric Technician
Registered Psychological Associate
Substance Use Disorder Counselor

Application Release Dates

Registration: Open now

Application release: August 15, 2023

Application deadline: October 16, 2023

Applications open and close at 3:00 pm

Before You Apply

- Applicants must agree to the terms and conditions before receiving funds.
- HCAI **will not** make changes to the terms and conditions specified in the Grant Agreement.
- Funds shall not supplant existing state or local funds.

Available Funding

- Total JSIY Funding Available is $7,500,000.00.

- HCAI may award full, partial, or no funding to an applicant based on the applicant's success in meeting the selection criteria score, geographic representation, program efficiency, and the amount of available funds.

Helpful Resources

Grant Guide

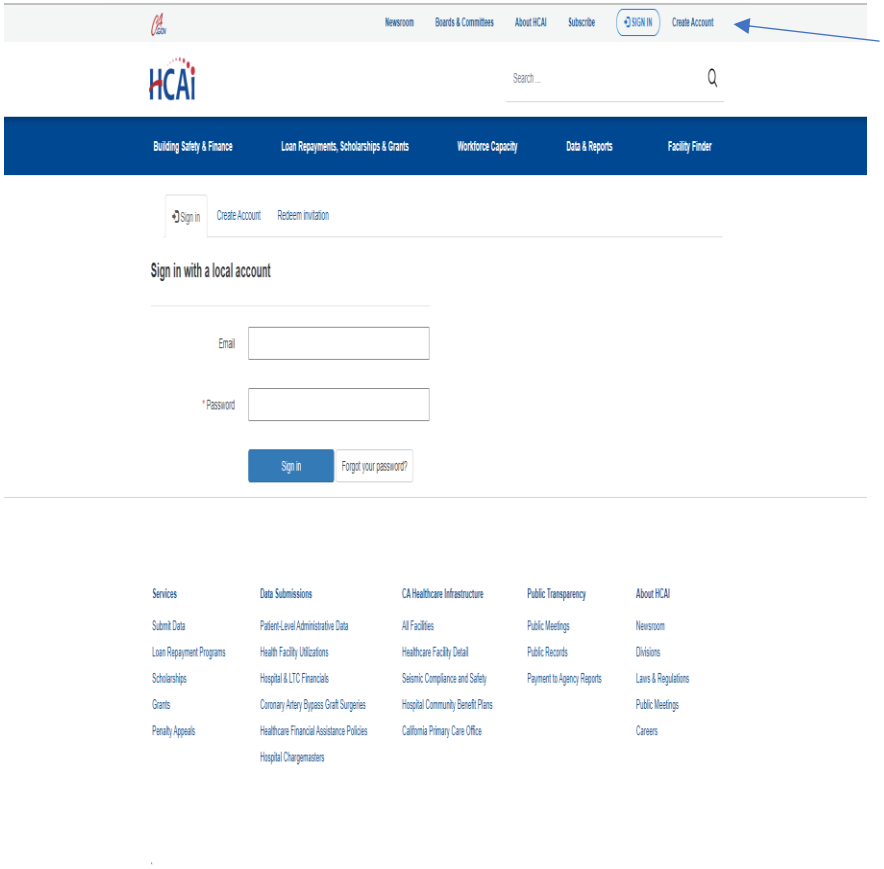
https://hcai.ca.gov/wp-content/uploads/2023/08/JSIY-2023-24-Grant-Guide-1.pdf

Application website

https://funding.hcai.ca.gov/

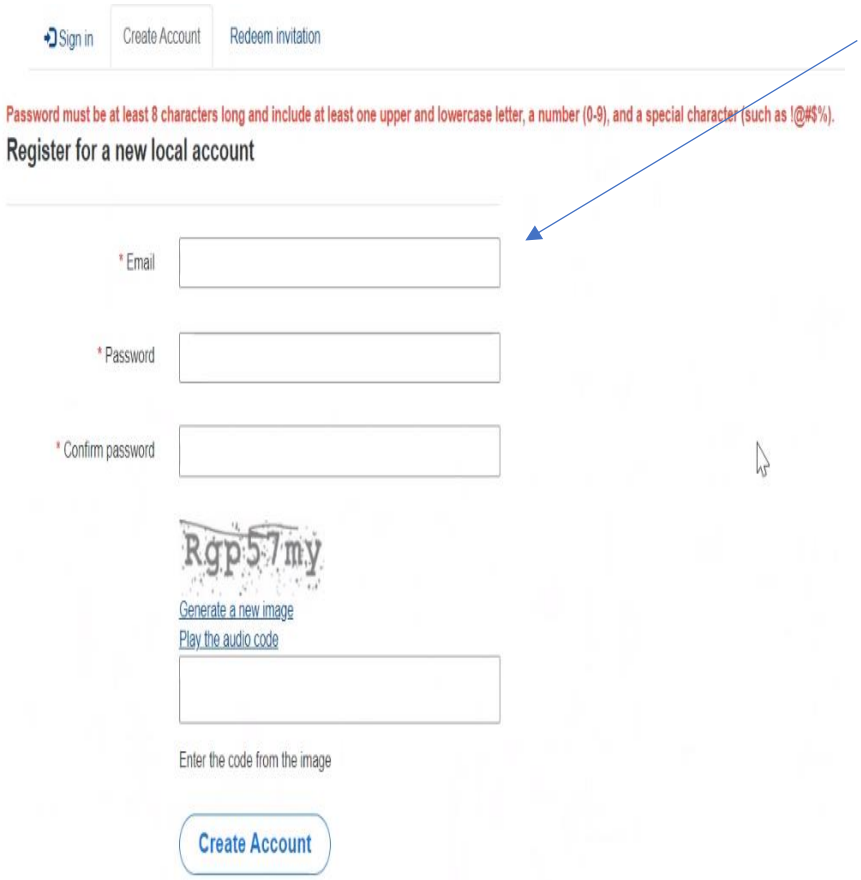
eApplication (eApp) Registration

Creating an Account – Step #1



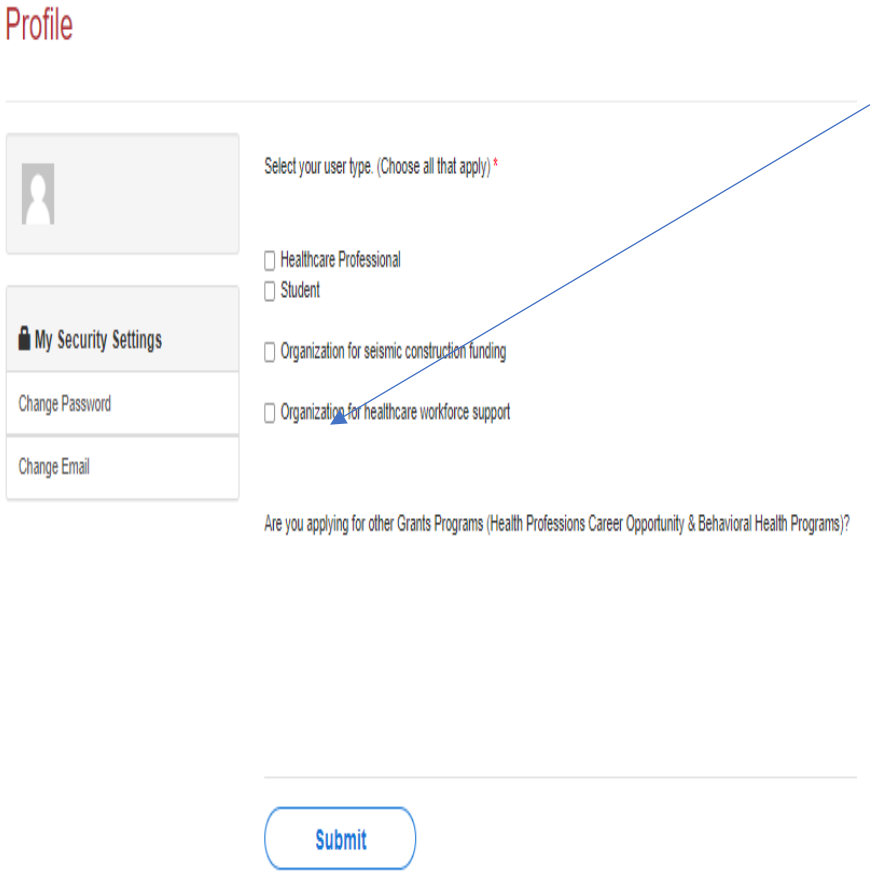
Check the “Create Account” box to gain access to the JSIY application (do not check the other boxes).

Creating an Account – Step #2



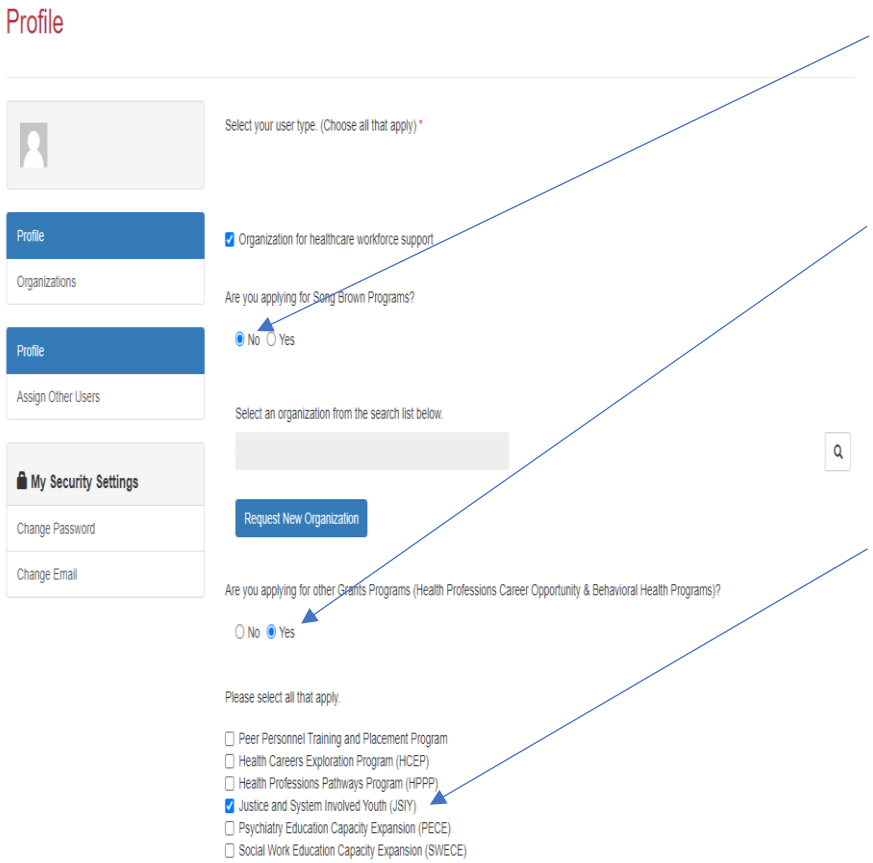
Provide your email, password (twice), and image code.

Setting up Your Profile – Step #1



Check the “Organization for healthcare workforce support” box to gain access to the JSIY application (do not check the other boxes).

Setting up Your Profile – Step #2

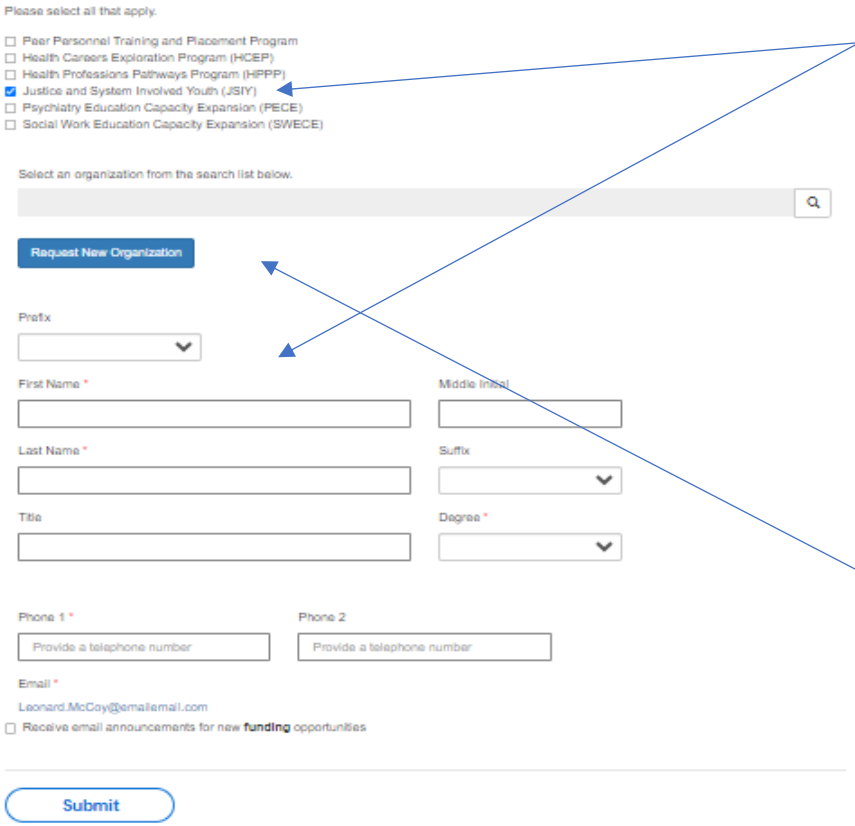


Check the "**No**" box to the question, "Are you applying to a Song-Brown Program?"

Check the "**Yes**" box to the question, "Are you applying for other Grants Programs (Health Professions Career Opportunity & Behavioral Health Programs)?"

Check the "**Justice System-Involved Youth Program (JSIY)**" box.

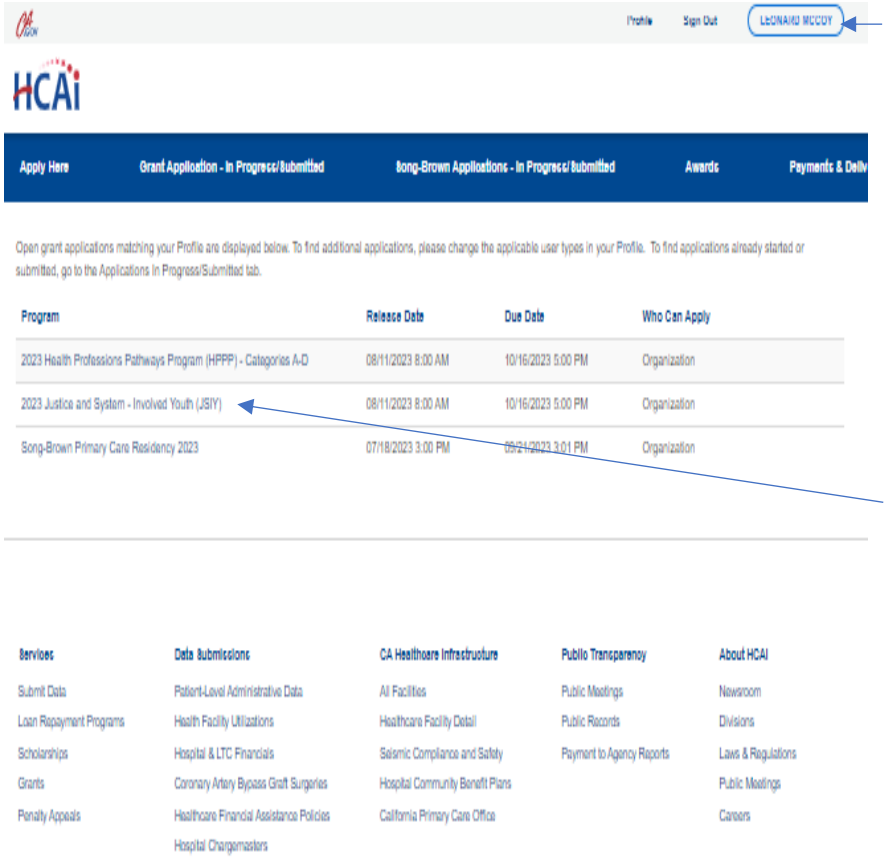
Setting up Your Profile – Step #3



After you have checked the "**Justice System-Involved Youth Program (JSIY)**" box, please tell us who you are. Anyone can create a profile and participate in the application process when the Program Director authorizes it, but only a Program Director may submit the application.

Important: For the time being, ignore the button to "Request a New Organization"

Setting up Your Profile – Step #4

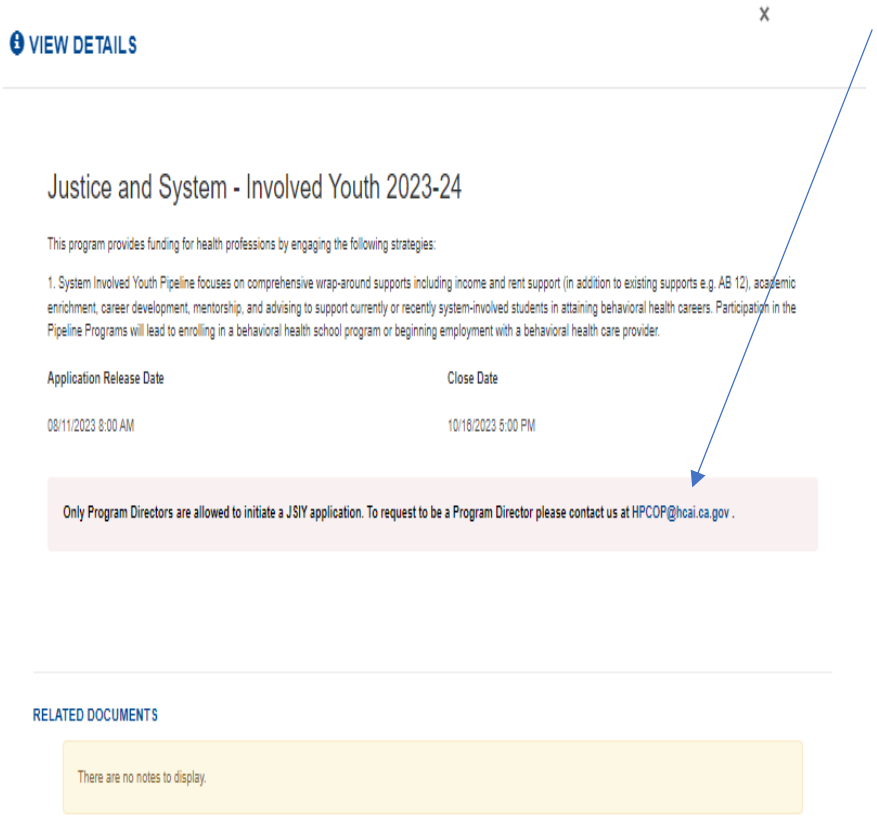


To verify that you have successfully set up your profile, check to see if your name is visible in the top right corner of the screen.

If not, repeat those last few steps.

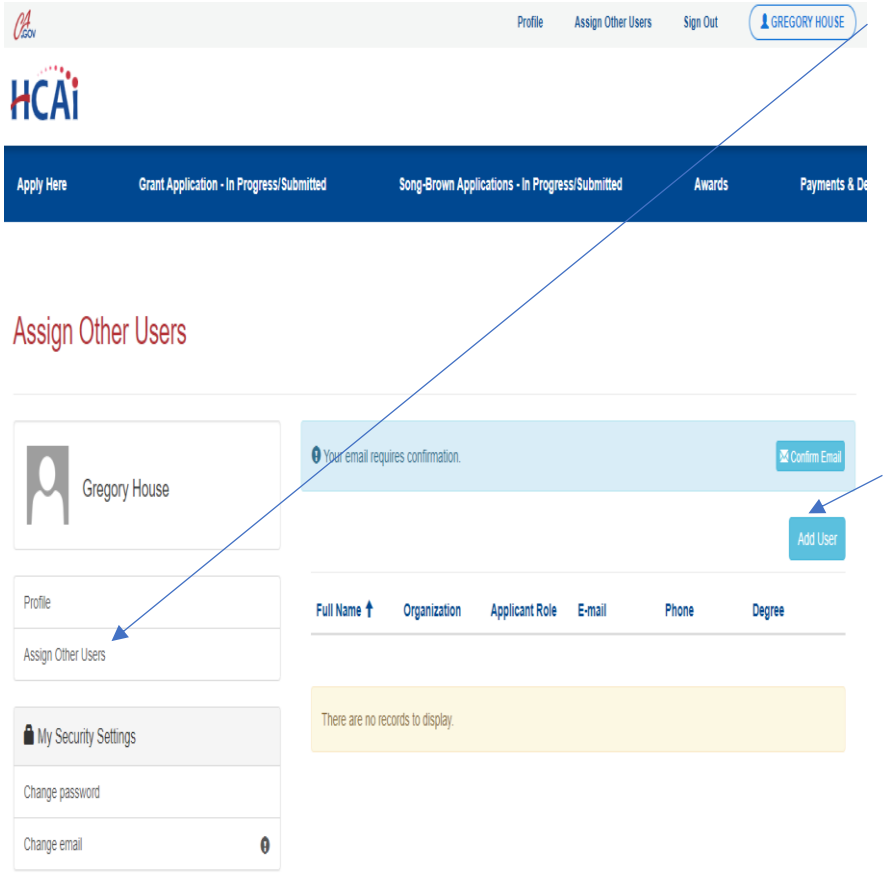
If so, click, “**2023 Justice System-Involved Youth Program (JSIY)**.

Setting up Your Profile – Step #5



If you are the Program Director, you will need an HCAI staff member to upgrade your status from a Grant Preparer to a Program Director in the system. Please send an email to this address asking us to upgrade your status and tell us the name of your organization along with your organization's address. Until you get a confirmation email from HCAI, there is nothing further to do.

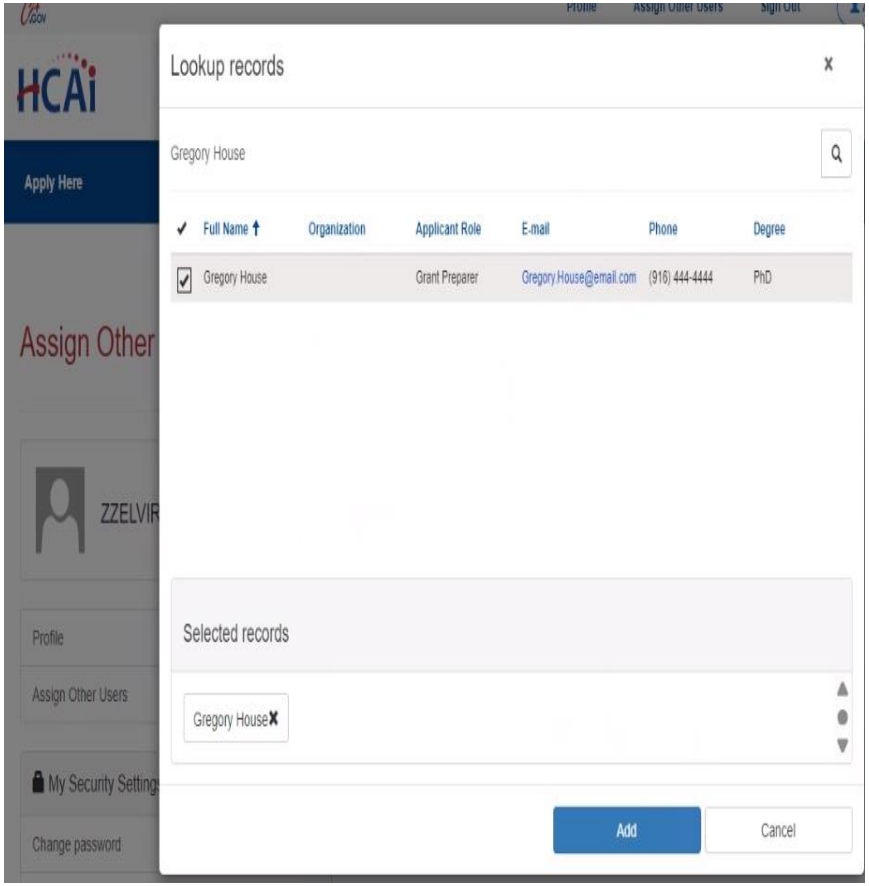
Setting up Your Profile – Step #6



When you receive your confirmation email recognizing you as the Program Director, you can add additional staff members to your profile. They will be able to assist inputting your application information. Click, "**Assign Other Users**" to do that.

Note: First, they will need to create a profile for themselves with their own username and password. After they have successfully created a profile, you can look up their name in, "**Add User**" and add them to your profile.

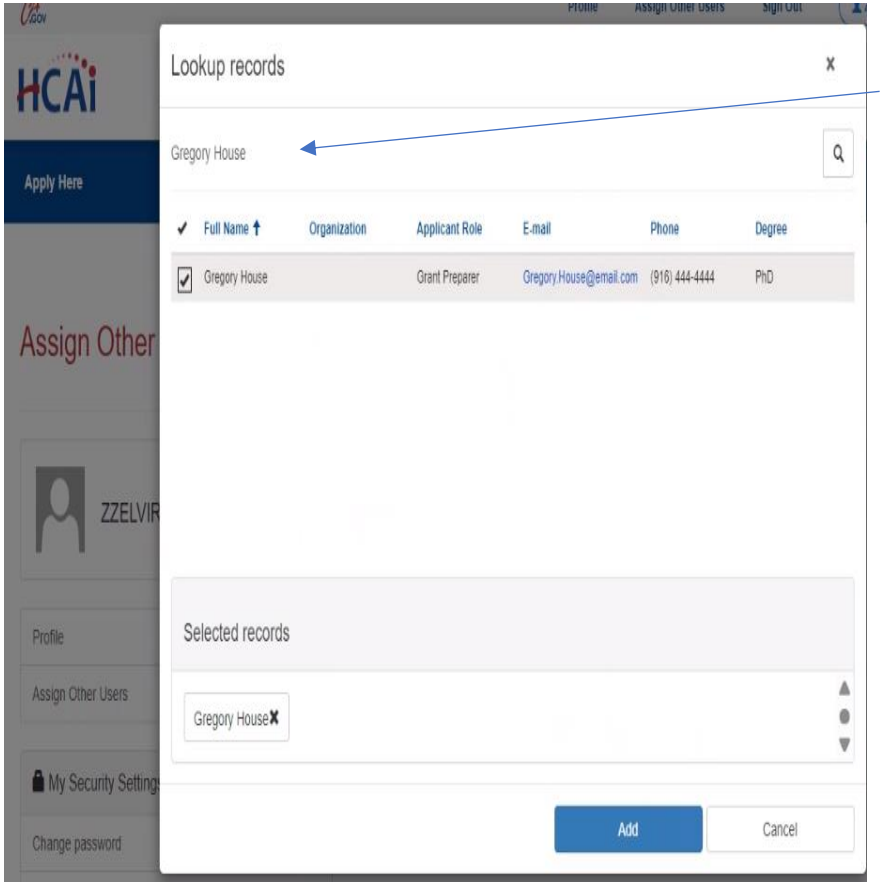
Assigning Other Users – Step #1



When you receive your confirmation email recognizing you as the Program Director, you can add additional staff members to your profile. They will be able to assist inputting your application information. Click, "**Assign Other Users**" to do that.

Note: First, they will need to create a profile for themselves with their own username and password. After they have successfully created a profile, you can look up their name in, "**Add User**" and add them to your profile.

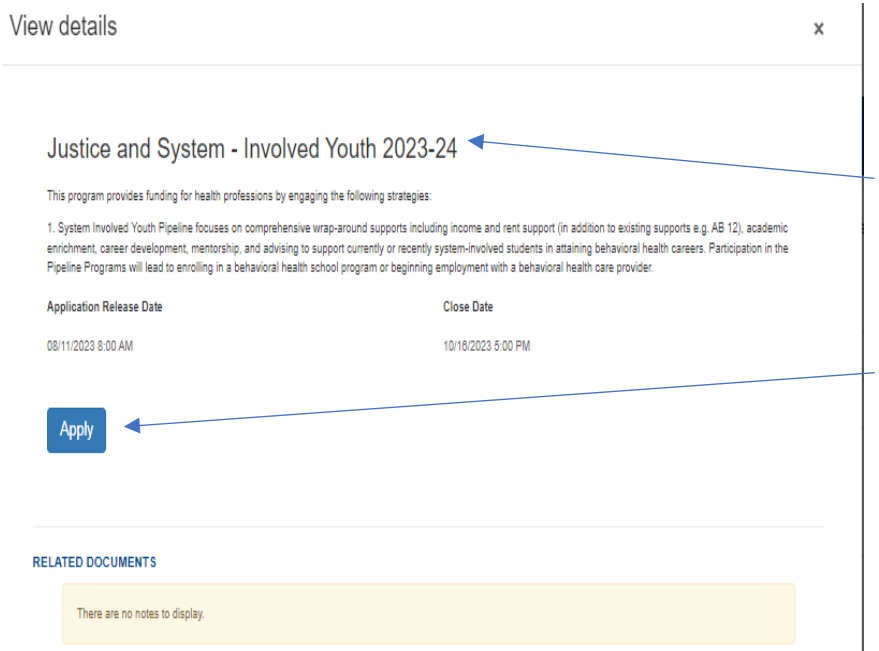
Assigning Other Users – Step #2



After your staff members have created their profiles click, “Add User” button to give your staff members access to your application(s). We recommend using the search button to go though the list.

Note: Only Program Director’s can submit an application.

Apply Here



Navigate to the "**Apply Here**" page on the main menu

Make sure you see "**2023 Justice System - Involved Youth 2023-24**

Click the "**Apply**" button when you are ready to begin

Helpful Tips

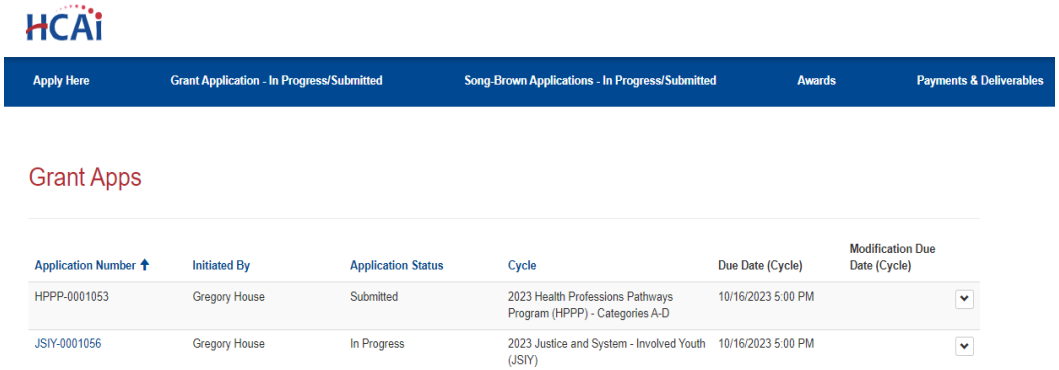
Useful Information

Navigating the application

Use the “Previous” and “Save & Next” buttons found at the bottom left of each page.

Saving your application

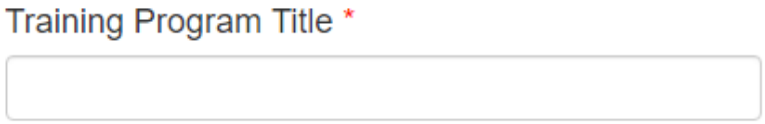
Each time you click “Next” in the application your progress is saved. Navigate to the “Applications-In Progress/Submitted” page to resume your application.



Useful Information, Continued

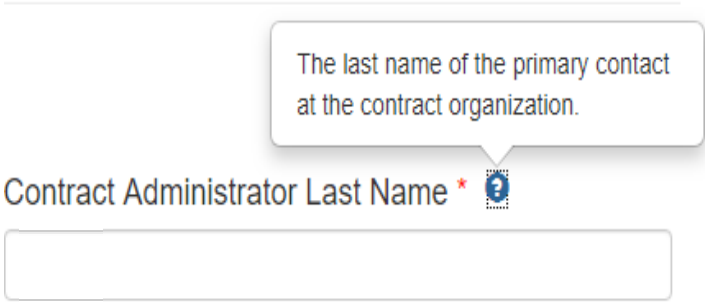
Asterisks

The red asterisks indicate which fields require a response before proceeding to the next page.



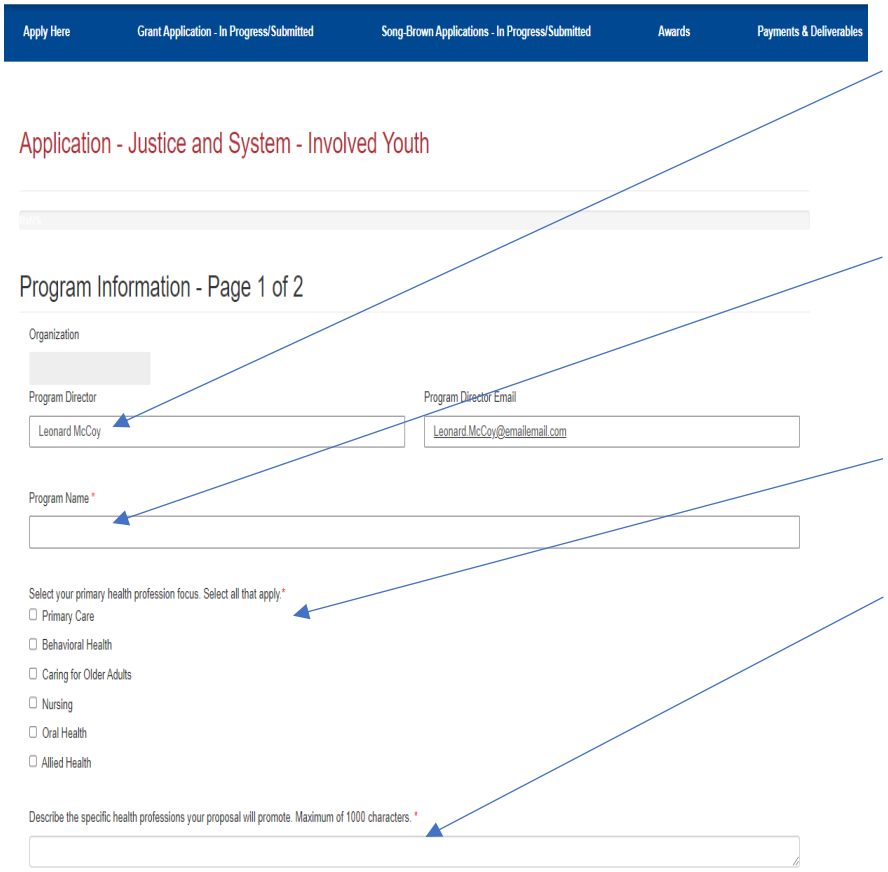
Tooltips

Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.



Starting the Application

Program Information – Page 1 of 2



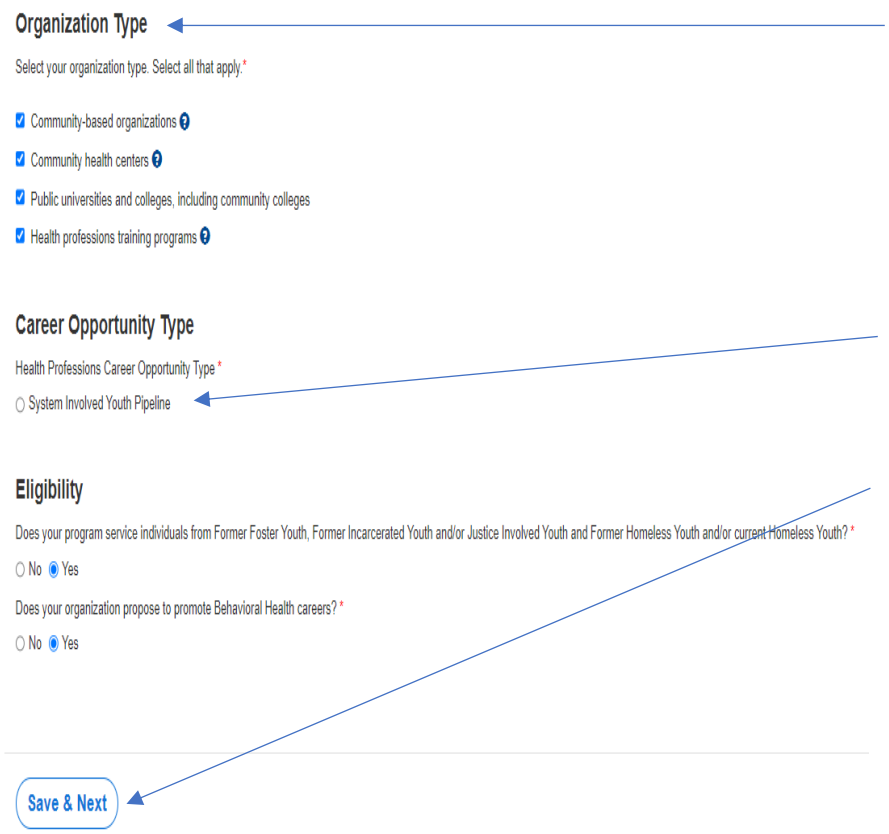
Your program information will pre-populate with information you entered in your “Profile” page.

Add your specific Program Name here. This might be different from your organization name.

Select your primary health profession focus.

Narrative Portion: Describe the specific health professions your proposal will promote.

Program Information – Page 1 of 2

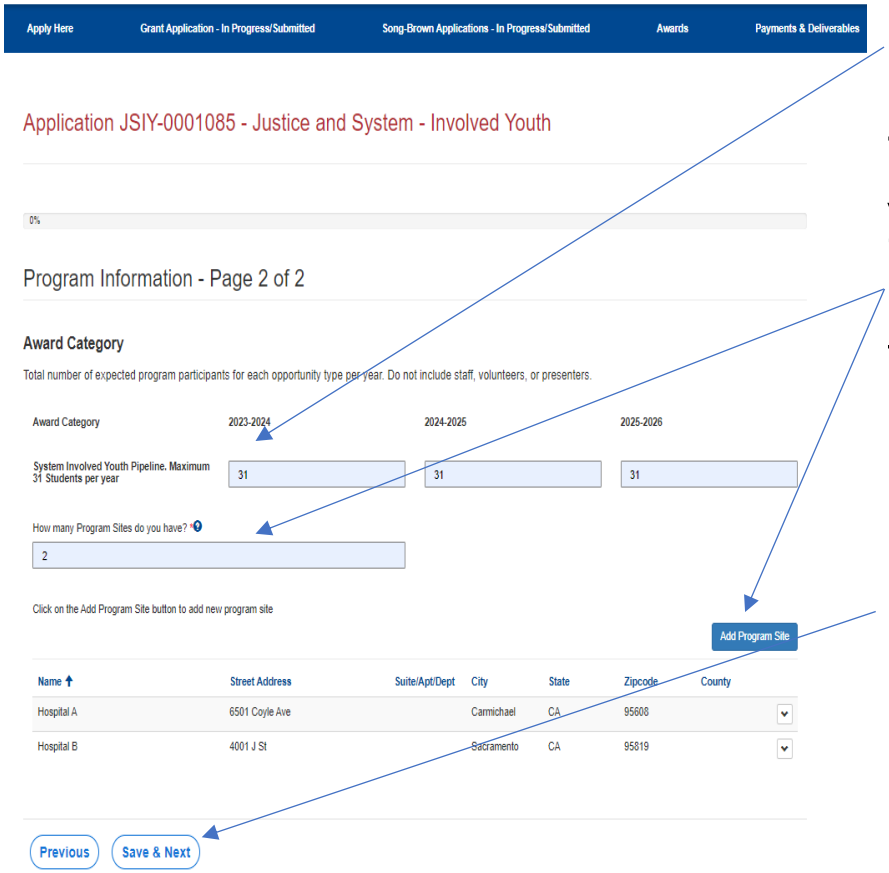


Select your Organization Type. Your answers will trigger the type of Career Opportunity category which you are eligible to apply for.

Select your Career Opportunity Category.

After saving, you can leave and return later to continue working on your application.

Program Information – Page 2 of 2

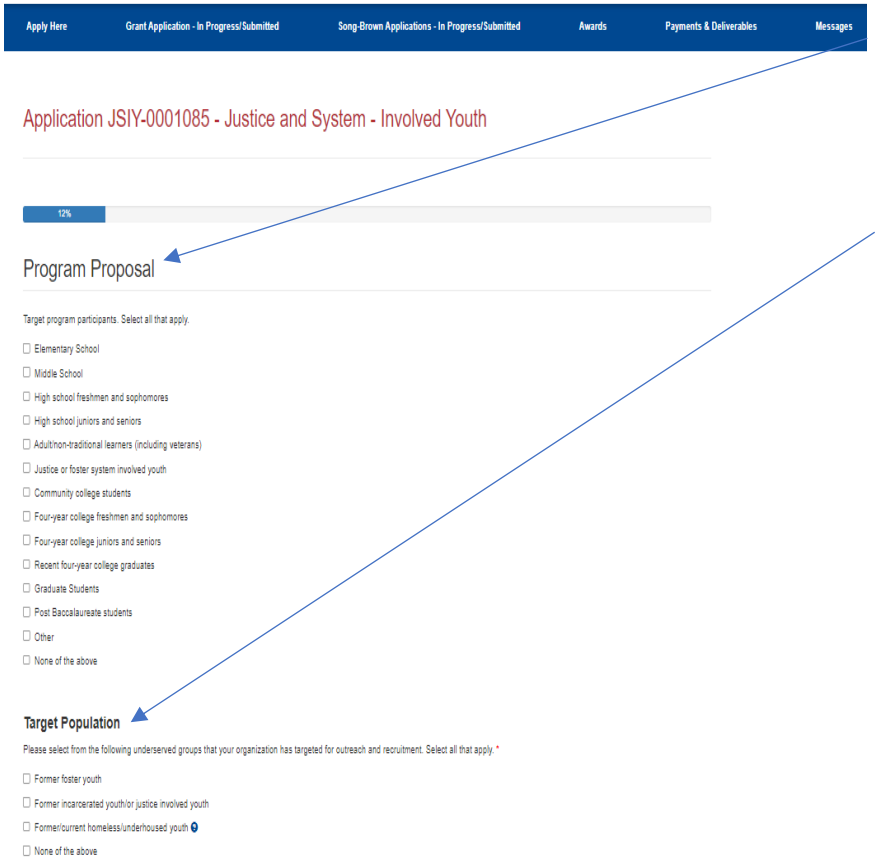


Please provide the number of System Involved Youth per year. The maximum is 31 Students per year.

Please provide the number of training sites you have. You will need to input the names and addresses of that same number of sites in the very next question.

Click “Save and Next” to continue.

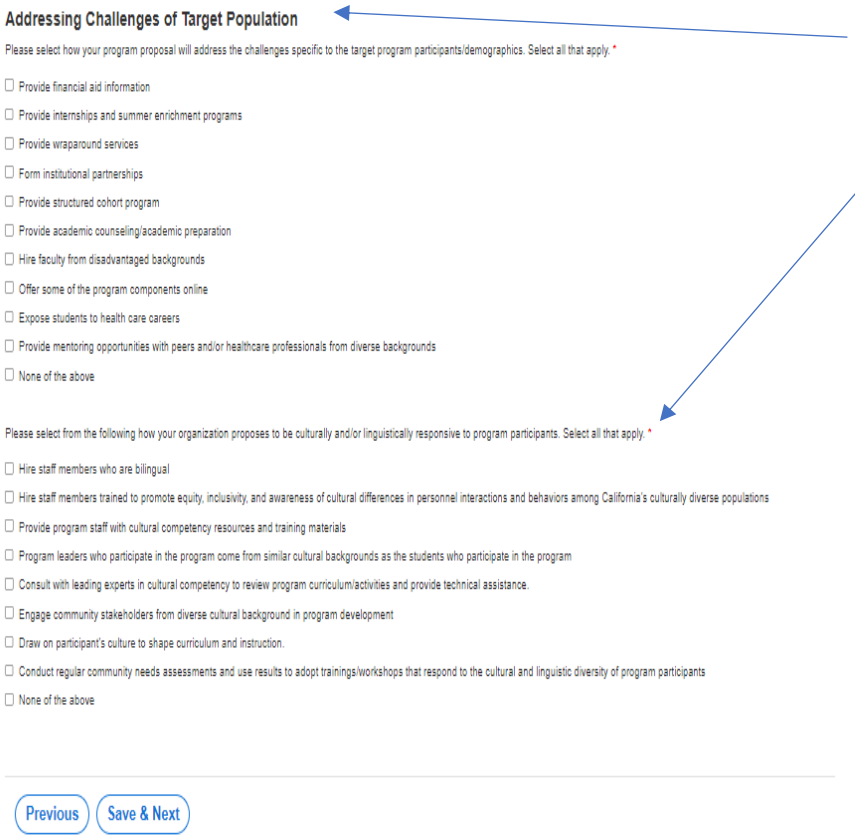
Program Proposal



Please tell us your program's target participant group(s).

Select the underserved groups that your organization has targeted for outreach and recruitment.

Program Proposal



Addressing Challenges of Target Population

Please select how your program proposal will address the challenges specific to the target program participants/demographics. Select all that apply. *

- ☐ Provide financial aid information
- ☐ Provide internships and summer enrichment programs
- ☐ Provide wraparound services
- ☐ Form institutional partnerships
- ☐ Provide structured cohort program
- ☐ Provide academic counseling/academic preparation
- ☐ Hire faculty from disadvantaged backgrounds
- ☐ Offer some of the program components online
- ☐ Expose students to health care careers
- ☐ Provide mentoring opportunities with peers and/or healthcare professionals from diverse backgrounds
- ☐ None of the above

Please select from the following how your organization proposes to be culturally and/or linguistically responsive to program participants. Select all that apply. *

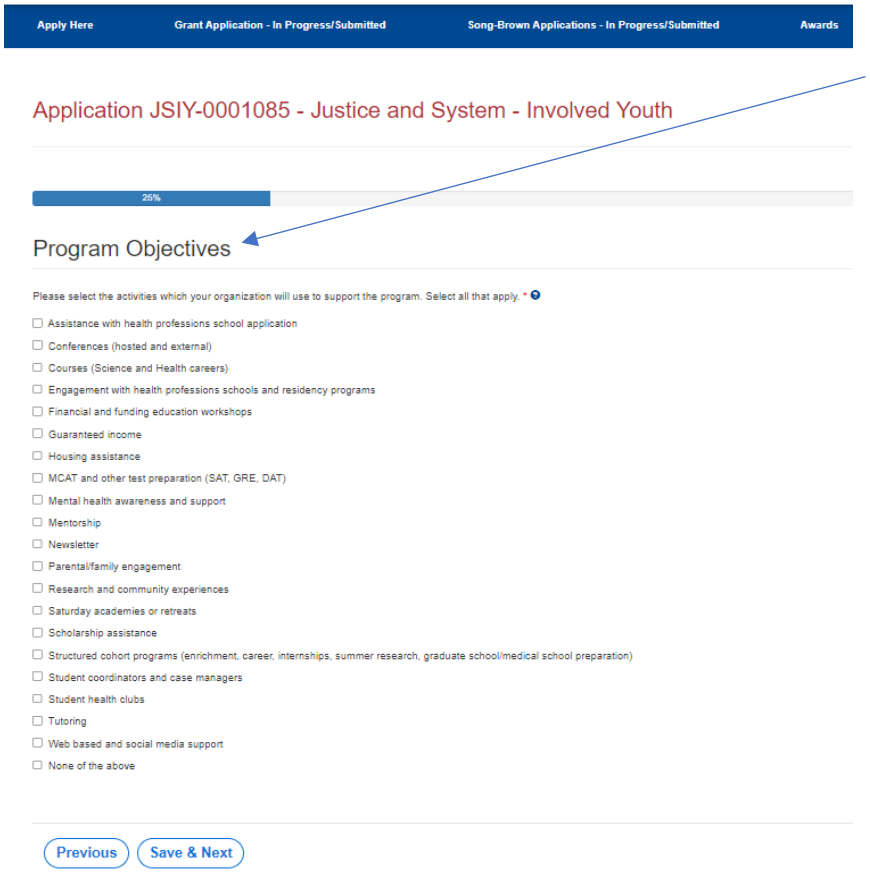
- ☐ Hire staff members who are bilingual
- ☐ Hire staff members trained to promote equity, inclusivity, and awareness of cultural differences in personnel interactions and behaviors among California's culturally diverse populations
- ☐ Provide program staff with cultural competency resources and training materials
- ☐ Program leaders who participate in the program come from similar cultural backgrounds as the students who participate in the program
- ☐ Consult with leading experts in cultural competency to review program curriculum/activities and provide technical assistance.
- ☐ Engage community stakeholders from diverse cultural background in program development
- ☐ Draw on participant's culture to shape curriculum and instruction.
- ☐ Conduct regular community needs assessments and use results to adopt trainings/workshops that respond to the cultural and linguistic diversity of program participants
- ☐ None of the above

Previous | Save & Next

Please tell us your program's target participant group(s).

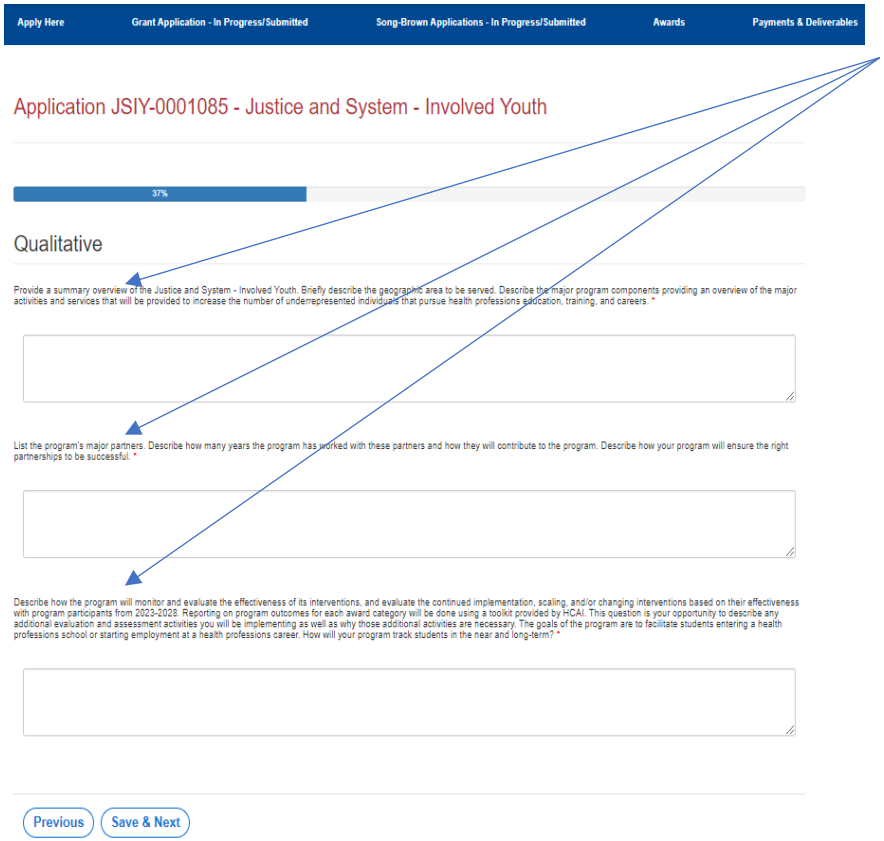
Select the underserved groups that your organization has targeted for outreach and recruitment.

Program Objectives



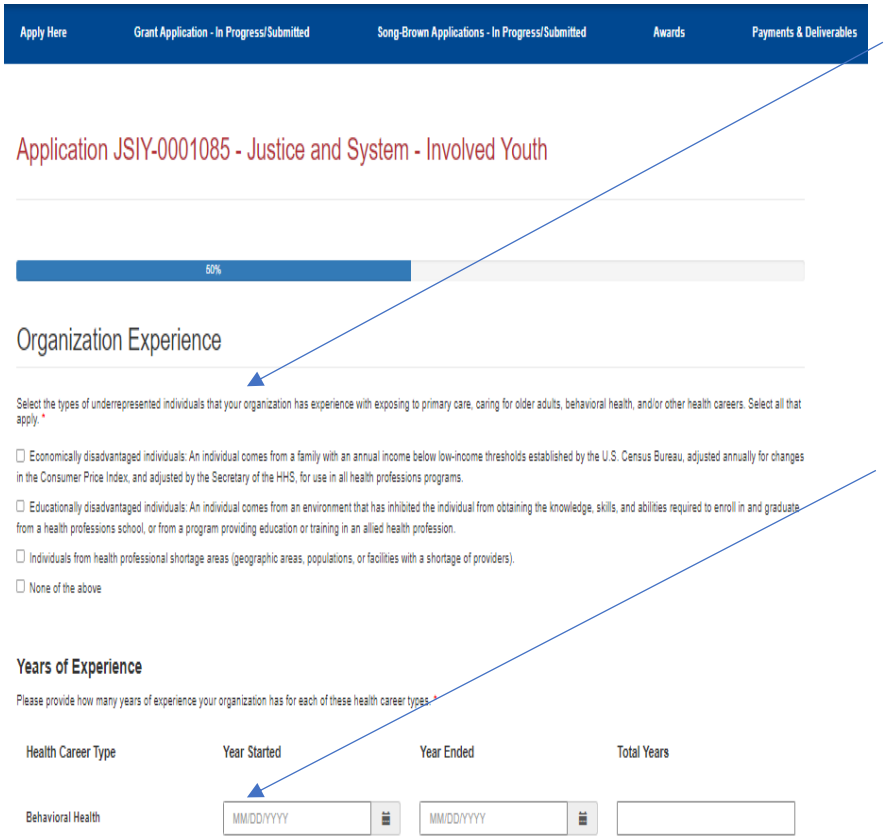
Please select the activities which your organization will use to support the program.

Qualitative Questions



There are three qualitative questions with a character limit of up to 1,000 characters for each question. If you have prepared responses, you can cut and paste them as long as they do not exceed the 1,000 character cap.

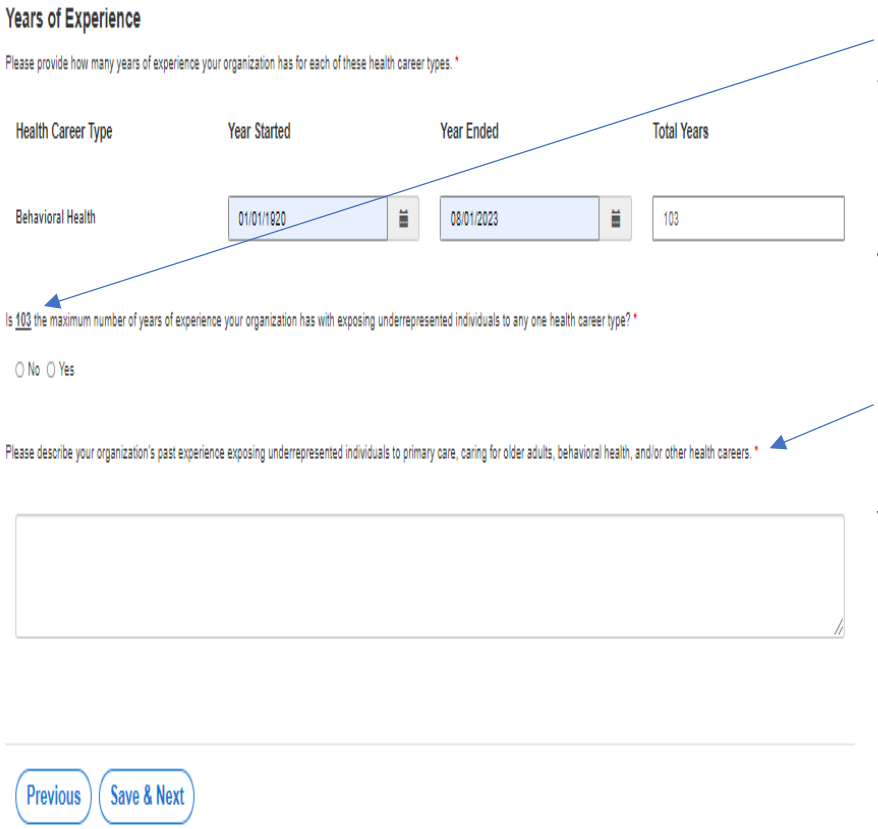
Organization Experience



Select the types of underrepresented individuals that your organization has experience with exposing to primary care, caring for older adults, behavioral health, and/or other health careers.

Please provide the start and end date for the years of experience that your organization has had with this career type. The total years will auto-calculate.

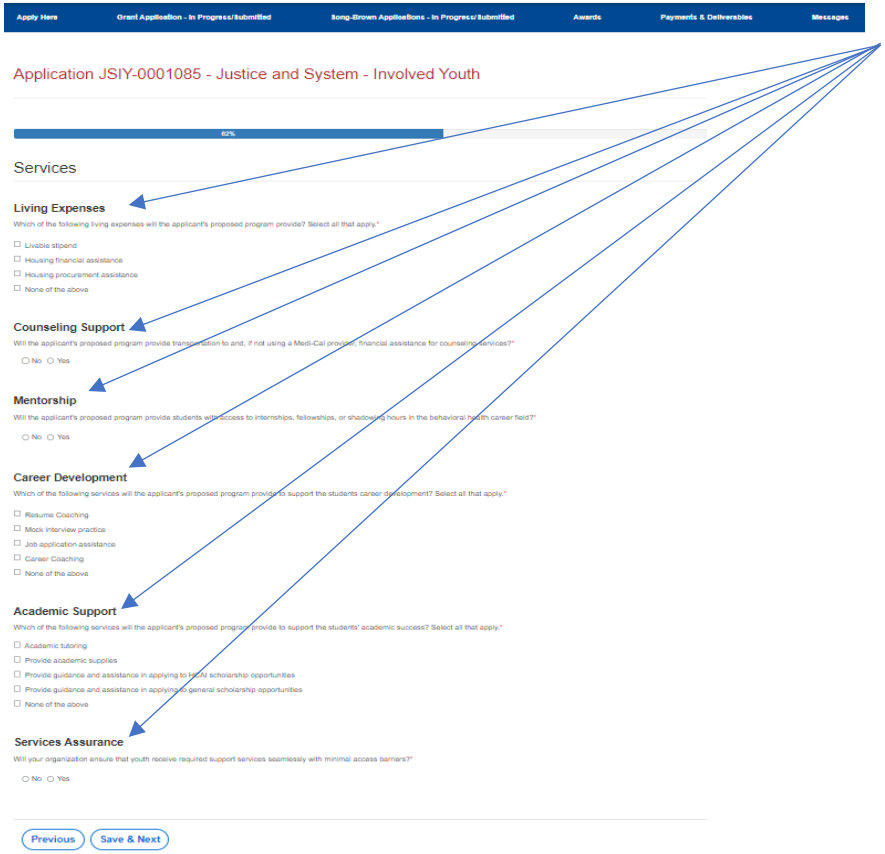
Organization Experience



This question is intended as a verification for the highest number of years that your organization has had experience working in; it comes from the question directly above it.

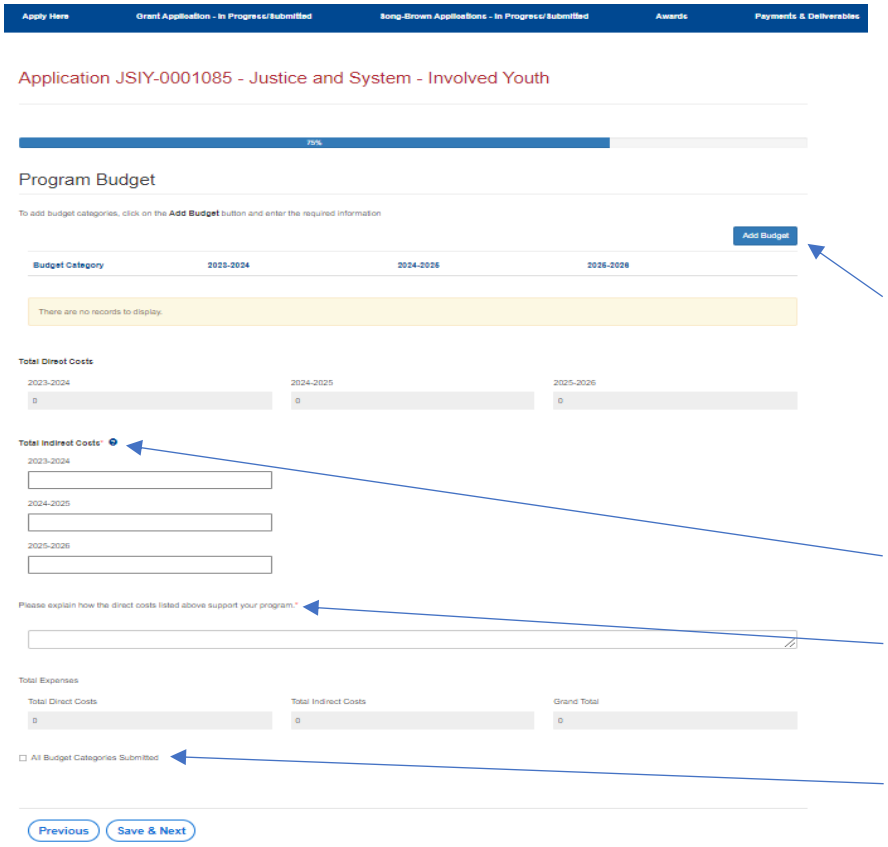
This is a narrative for your organization's past experience working with underrepresented individuals. It also has a 1,000 character cap.

Services



This part of the application asks for the services that you provide your students. The categories are as follows: Living Expenses, Counseling Support, Mentorship, Career Development, Academic Support, and Services Assurance.

Program Budget Page



Note: Unlike the HPPP Program, JSIY does <u>not</u> make an allowance for Personnel as a separate budget item.

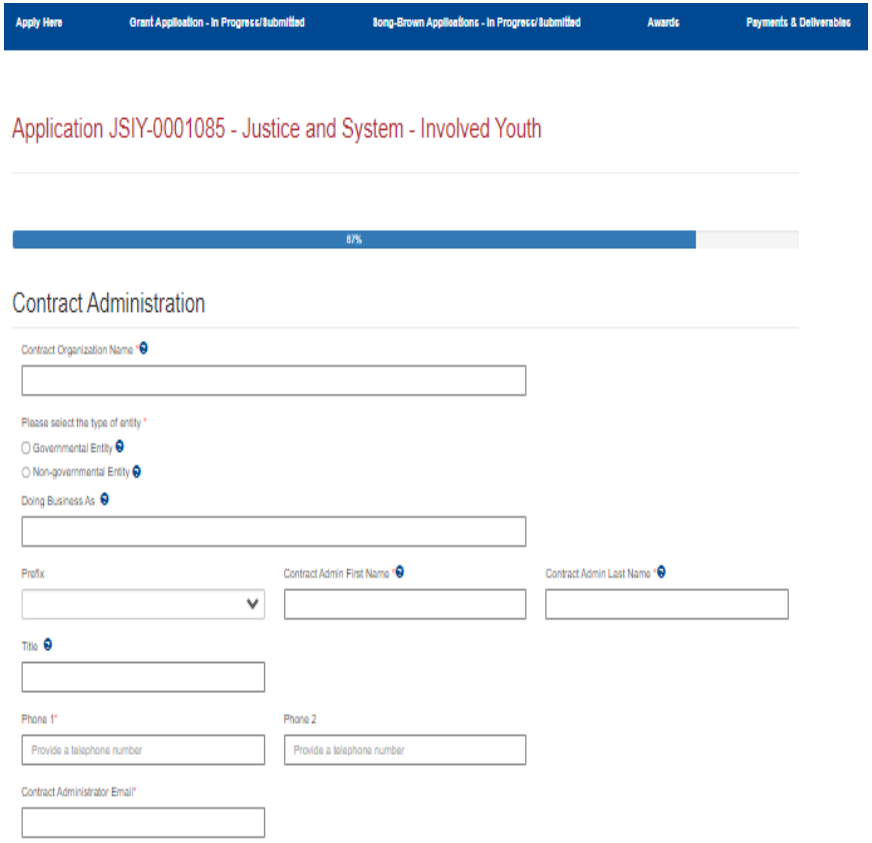
Add your budget categories. Except for “Other”, you must report for all the categories even if the answer is $0.

“Indirect Costs” here.

Please tell us how your Direct Costs support your program.

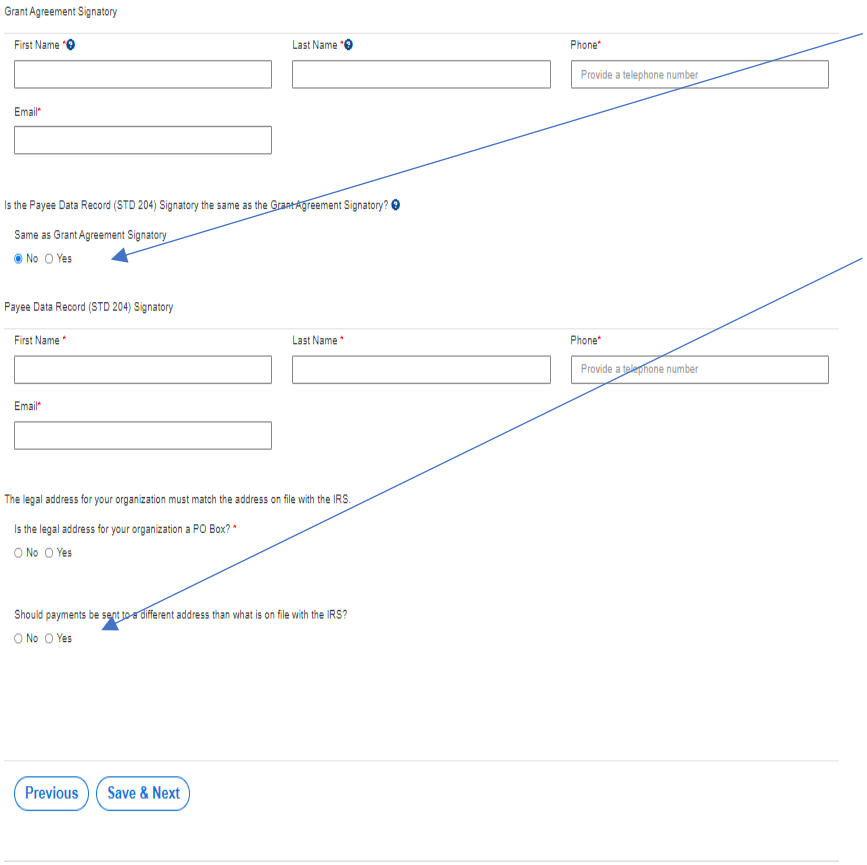
Lastly, don’t forget to check this box when complete.

Contract Administration



Important: The information you enter on this page will be used in your Grant Agreement and your STD 204-Payee Data Record (for payments). Errors with this information can cause a delay in executing your grant agreement, and possibly delay your first payment after that. Also, your organization name should match with the same organization name that you provided to the IRS.

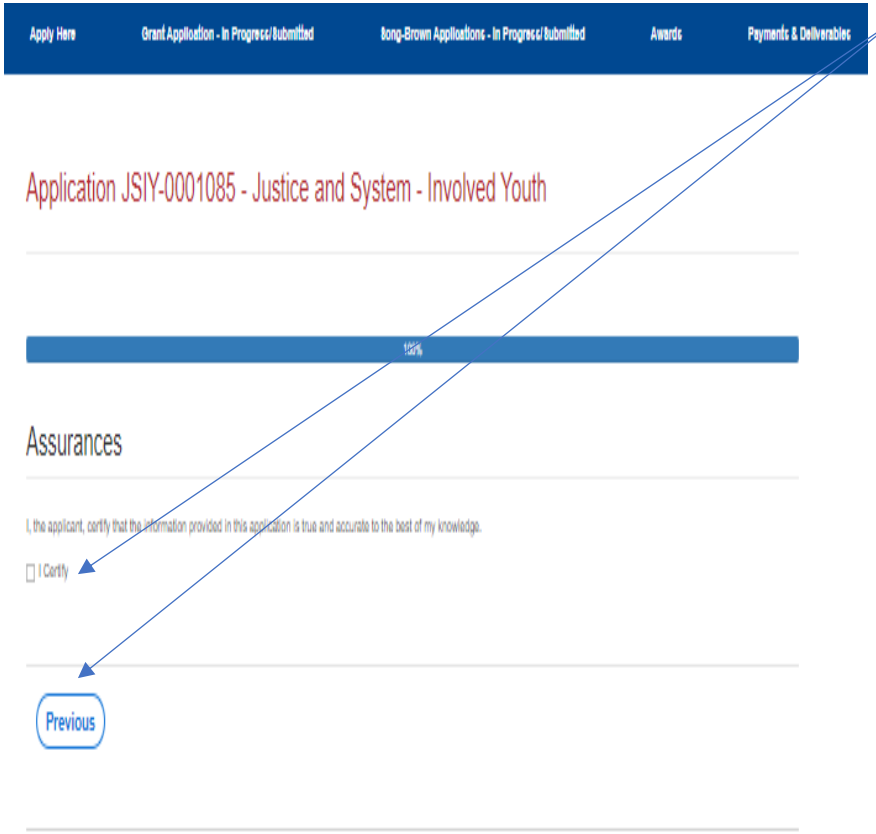
Contract Administration



If your STD-204 Signatory is the same as your Grant Signatory, you will not have to fill that part out again if you check that box.

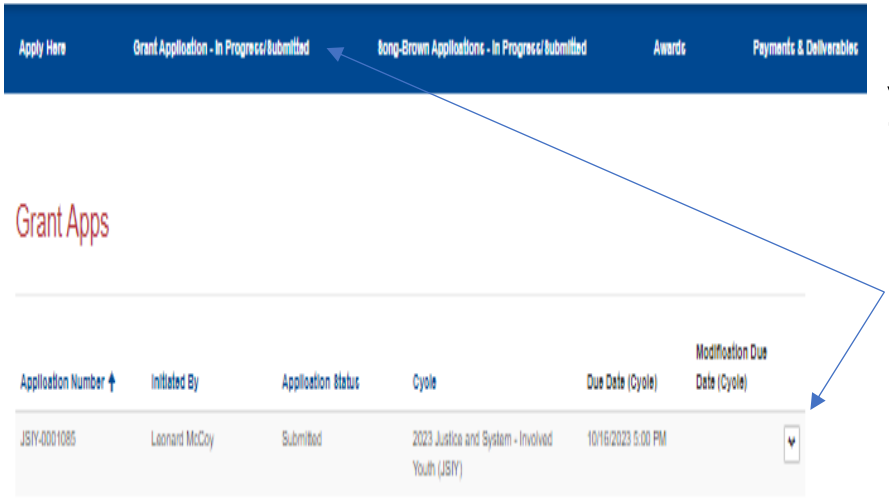
If you have a different payment address that what is on file with the IRS, you should complete this portion of the application so that you can get an STD-205 form.

Assurances



The Assurances page is the last page of the application process. Once you check the box "**I Certify**", then click, "**Submit**", you will no longer be able to make edits to your application.

Viewing & Printing Your Application



Once you submit your application, you can view and print your application by selecting the Options dropdown on the "**Application-In Progress/Submitted**" page, then click on the drop-down icon to get access to the "**View/Print**" option.

Common Application Errors

- Applicant did not reconcile the organization participant counts based on what they had initially input.
- Applicants do not provide the correct contract organization name.
- Applicant did not reconcile their budget to their initial total request for funds.
- Applicants do not provide the correct grantee and STD 204 signatories.

Questions?

HPCOP@HCAI.ca.gov