

## Application Instructions for the Arizona School Nurse Access Program (ASAP)

### Overview and Eligibility

The Arizona School Nurse Access Program (ASAP) is a partnership between the ADE, Arizona Department of Health Services, and the Arizona Foundation for the Future of Nursing. It is funded by the federal COVID-19 Public Health Workforce Development grant for the purpose of providing school nurses in rural and underserved areas of the state.

A preliminary process was held to determine priority eligibility. An additional grant funding opportunity is available via the **Arizona School Nurse Access Program II** funding application for organizations which were not identified during the preliminary process. Both preliminarily identified schools and any newly awarded schools which are selected for participation will have met specific objective criteria developed by ADE using data from the U.S. Department of Education. Schools selected during the preliminary process as well as qualifying data can be found at <https://www.azed.gov/wellness/arizona-school-nurse-access-program-asap>.

Both schools that participated in the preliminary process AND new applicants that meet eligibility requirements, (found within the GME funding application), must complete the following information in accordance with program guidance.

### Award Amounts

LEAs are provided the following financial support through the grant for each awarded school and subsequently included in the GME funding application:

- A **base award** amount of up to \$50,000 for salary for a 9-12 month contract. An additional 35% is provided for position benefits, or up to \$17,500. This amount will be prorated according to the hire date should you be able to hire and start a new position this school year.
- An **additional award amount** of up to \$10,000 is also provided to assist with each LEA's/school's individual needs, which may include a signing bonus or increase to the \$50,000 provided for salary, cost of health office software compatible with the LEA's student information system, health office supplies, and other costs associated with having school nurse services on campus in accordance with the information found in Attachment A.
- **Stipend** of up to \$2,000 to provide to hired school nurses upon completion of the 2022-2023 school year according to the position contract.
- **Important:** LEAs who participated in the preliminary eligibility process can include only those schools that were designated on the preliminary notification letter in the GME funding application.

### Minimum Hiring Requirements

Personnel hired must be a registered nurse with a valid Arizona State Board of Nursing License in good standing, with these additional qualifications:

- Current CPR certification
- Current Arizona Fingerprint Clearance Card
- Maintain Arizona driver's license

The position description must include the following provision. A full prototype position description can be found in Attachment B.

This position is funded by the Arizona School Nurse Access Program and will be supported through training and mentoring provided by the Arizona Foundation for the Future of Nursing. This position serves the school for which the position is awarded and will participate in training, data collection, and other requirements of the Program.

### **Recruiting School Nurses**

In searching for applicants for your school nurse position(s), the following strategies are recommended:

- Family outreach: advertise on school marquee, newsletter, family nights
- Community outreach: advertise on local job boards or social media platforms utilized by the LEA

The ADE and Arizona Foundation for the Future of Nursing are prepared to assist your hiring efforts. Strategies that will be taken include advertising the positions through nurse professional organization mailings, through ADE social media, to community college and university nursing programs, and through media news stories in your community, should you desire that.

### **GME Application and Reimbursement**

An application within the ADE's Grants Management Enterprise (GME) must be submitted and approved prior to payment of reimbursement requests.

GME Application Component:

1. LEA Contact Information
2. Statement of Assurances
3. School Contact Information
4. School Level Budget
5. School Level Budget Narrative

The GME grant application includes the following Statement of Assurances that are to be signed in agreement by an LEA Authorized Signer:

1. Use funding for salaries/benefits of Registered Nurse (RN) position and in support of the position consistent with program requirements
2. Principal attendance at ADE ASAP orientation meeting either virtually or in person
3. Provide adequate space for a health office equipped with items needed for providing health services.
4. Allow time for RN orientation, training, and mentoring.
5. Support RN attendance at ADE School Nurse offerings such as School Nurse Huddles and the annual Arizona School Nurse Conference.
6. Participate in ASAP evaluation activities including but not limited to data collection and submission, school staff surveys.
7. Support the CDC recommended mitigation strategies and/or participate in the ADHS testing in schools program.
8. Maintain any non-licensed health office staff position (health assistant/CNA) throughout the ASAP.
9. Maintain open communication with ASAP Team to address and respond to new developments.

### **Contact Information**

If you have questions, please contact Melinda Weible, ASAP Program Director, at [melinda.weible@azed.gov](mailto:melinda.weible@azed.gov) or 602-542-2807.