

Funding Announcement: Sexual Assault Nurse Examiner (SANE) Program Development

**Purpose**

The purpose of this announcement is to solicit applications from non-hospital designated healthcare or medical facilities seeking to establish Sexual Assault Nurse Examiner (SANE) programming to provide medical forensic services to any victim of crime and/or violence across the lifespan.

Of the 92 counties in Indiana, 16 counties do not have any type of hospital or emergency medical facility. Additionally, due to the COVID-19 pandemic, many medical facilities have diverted personnel and resources to focus on the care of patients diagnosed with COVID-19, further restricting access to medical care for this population. Continuous isolation and community lockdowns have increased the risk and prevalence of violent crimes, including sexual assault, domestic and intimate partner violence, as well as child sexual and physical abuse. Survivors of these violent acts need and deserve patient-centered, trauma-informed care by a trained Sexual Assault Nurse Examiner (SANE).

Throughout Indiana, SANE programs are primarily housed in emergency departments of local hospitals but are occasionally established in community-based sexual assault treatment centers. Currently, Indiana has 39 counties with one or more facilities that offer medical forensic services. Only 17 counties have pediatric SANE programs that offer medical forensic services to prepubescent children. Survivors of violence who live in the service gaps around our state are required to travel, several miles and even hours, to receive adequate medical care or may not receive services at all. The absence or insufficient number of SANEs throughout most Indiana counties, coupled with reduced access to medical care due to COVID-19 in rural and underserved areas, substantiates the need for forensic nurses as a critical public health issue in our state.

The Office of Women’s Health at the Indiana Department of Health has been awarded funding through the National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities. This funding will be used to establish medical forensic services within non-hospital designated facilities that offer medical services, including, but not limited to, local health departments, Federally Qualified Health Centers, primary and pediatric medical offices, and AIDS Service Organizations to address the medical forensic healthcare disparities minority and rural populations face in our state. In addition to program support and development, this project will fund personnel training, salaries, professional development opportunities, equipment, patient supplies, and additional resources. Eligible facilities will have current or newly employed registered nurses or advance practice nurses train and practice as forensic nurses, offering acute, non-acute, and follow-up examinations to victims of crime across the lifespan. The services offered in the SANE program will include providing a Medical Forensic Examination, prophylactic medications, wrap-around services/follow-up resources through community partner collaboration and partnerships, maintaining a chain of custody for collected evidence, and testimony through the judicial process.

**Available Funding**

The Office of Women’s Health will have the capacity to fund up to 10 programs under this request for proposals in the amount of $175,000 each between the funding period of January 3, 2022, and May 31, 2023.

**Eligible Organizations**

Applications may be submitted by healthcare clinics, facilities, or other organizations providing medical services that do not have hospital designation and may include, but are not limited to: local health departments, primary care clinics, pediatric clinics, Federally Qualified Healthcare Centers, AIDS service organizations, child advocacy centers, student health centers, urgent cares, and/or walk-in clinics.

**Application Process**

Proposed SANE Program Development funded projects must adhere to the requirements set forth by the Indiana Department of Health (IDOH). Proposals that do not conform to the following requirements will be considered incomplete and will not be eligible for funding. **Late applications will not be reviewed or considered for funding.**

Please provide the following when submitting an application for this grant opportunity:

**Proposal Abstract**

The applicant will write an abstract to summarize the proposed project, including the primary activities, deliverables, the community(s) and/or population(s) to be served, and who will benefit from the proposed project. The proposal abstract will be completed in a PDF document and submitted electronically to Ashli Smiley at [ASmiley@isdh.IN.gov](mailto:ASmiley@isdh.IN.gov). The document should be double-spaced, using a standard 12-point Times New Roman font, have no less than 1-inch margins, should not exceed 1 page, and include a footnote with the facility name.

**Proposal Narrative**

The proposal narrative should be submitted as a PDF document with the application. The document should be double-spaced, using a standard 12-point Times New Roman font, have no less than 1-inch margins, and should not exceed 10 pages. Pages should be numbered with the facility name in a footnote of each page.

The following sections must be included as part of the proposal narrative:

1. Explanation of Need
   * State the name and type of medical facility that is applying for the project.
   * Describe the community or communities the project will serve, including the location, population, and geographic nature (i.e. rural, urban, or combination), any other relevant demographic or geographic information. Please identify any populations with health disparities in the service area(s) (i.e., socioeconomically disadvantaged, minorities, disabled, rural/underserved, LGBTQ+, etc.).
   * Detail the need for providing medical forensic exams to victims of sexual assault, child sexual abuse, intimate partner violence, teen dating violence, child abuse, elder abuse, or human trafficking in this service area(s). Describe any challenges to providing medical forensic services that may need to be considered.
   * Describe how the proposed activities will impact and/or address a need for services for the populations/communities served. Please include any supporting information from the facility applying for the project and community partners (i.e., prosecutors, law enforcement agencies, advocacy organizations, schools, universities, etc.).
2. Proposed Scope of Work Plan and Implementation
   * Give a detailed explanation for addressing the needs identified in the Explanation of Need. This section is an illustration of what the applicant offers to serve and achieve with the funded project. The Scope of Work must be in alignment with the proposed project budget and must not include personnel or activities not supported or included in the budget line items.
     + State the key goal(s) of the project.
     + List objectives related to the proposed project. Objectives should be SMART objectives: specific, measurable, attainable, realistic, and timely.
     + Identify the specific functions, tasks, and activities that you will perform that will lead to the achievement of each objective. Clearly identify any curricula or program to be used. Provide a detailed description of the method(s) to be used to carry out each activity.
     + Outline a schedule or proposed timeline for completing activities, project milestones, and submission of deliverables. All project activities must occur within the prescribed project period.
   * Describe the operational plan for the SANE Program, which may include but is not limited to:
     + How will comprehensive examination and confidential medical forensic services be provided;
     + When will acute examinations be offered;
     + When will non-acute and/or follow up examinations be offered;
     + What is the staffing plan;
     + What are the parameters/requirements of an on-call schedule.
   * Describe the safety needs of victims of sexual assault and the applicant’s commitment to addressing those needs through the proposed project.
   * Identify any potential challenges to the project’s success and describe how the applicant will mitigate those challenges.
3. Organizational Capacity and Competency
   * Describe the capacity and competencies needed to accomplish the goals and objectives of the project.
     + Describe the interest of the medical facility in providing SANE services.
     + Include a clear description of the applicant’s organizational structure, including the proposed medical director, SANE program coordinator, and if applicable a project/grant manager. Detail the current and proposed professional staff members’ unique qualifications that will enable them to fulfill their responsibilities.
     + Describe how the program will be managed and include information describing the roles and responsibilities of all personnel, including the medical director, SANE program coordinator, and forensic nurses. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. The medical director and program coordinator must perform crucial leadership functions and devote sufficient time to the project to provide the needed guidance and supervision.
     + Discuss previous or current experience providing victim services, including screenings, referrals, follow-up care, and multidisciplinary partnerships. If applicable, include the process for patient care or transfer if a disclosure of victimization is made while receiving other services from the facility. There is no penalty or deduction for applicants that do not have current or previous experience in providing victim services and/or a process in place for disclosure of victimization; however, please make this indication.

* Establish that the staff and facility have the capacity to address the needs and challenges described in the Explanation of Need section and can successfully implement the proposed activities.
* Provide a plan for coordination with community partners, including, but not limited to, victim service providers, advocacy organizations, law enforcement, crime laboratory, and prosecutors.
* For counties with existing SARTs (Sexual Assault Response Teams facilitated by the county prosecutor by statute), describe a plan for the staff to participate in the scheduled meetings and activities and whether the SART will help facilitate the project’s success. Please indicate if there is not an existing SART in the facility’s county and whether there is a plan for the SART formation.

1. Data Collection Plan
   * This section must include the following information:

* Describe the process for measuring project performance and who will be responsible for data collection. Information to be tracked may include but is not limited to:
  + Number of forensic nurse(s) and staff employed within the SANE program
  + Number of patients served
  + Patient demographics
  + Type of victimization (i.e., sexual assault, child sexual abuse, intimate partner violence, teen dating violence, child abuse, elder abuse, or human trafficking) that occurred
  + Services provided (i.e., acute medical forensic examination, follow up exam, prophylactic medications, STI testing, etc.)
  + Patient transfers to a higher level of care
  + Referrals for additional community-based services recommended and/or utilized (i.e., victim assistance, victim advocacy, law enforcement/incident reporting, Department of Child Services/incident reporting, follow up medical care, other services rendered).
  + Judicial proceedings and outcomes
* Describe how the data will be used by the applicant to:
  + Evaluate the impact of services being provided to the proposed service area(s).
  + Implement quality improvement planning for services provided.
  + Justify services being provided and plan for program sustainability beyond the funding period.
* Describe the process for accurately reporting data to OWH.

**Budget Summary and Narrative**

* + All applicants must submit a budget summary and a budget justification narrative with the application for this RFP. Please include line items for the following:
    - Personnel (i.e., exam salary per hour, training salary per hour, on-call pay per hour, SANE program coordinator salary per hour, medical director salary per hour, etc.)
    - Medical Forensic Exam supplies and equipment (i.e., camera with tripod and remote, SD memory cards, single-use speculums, speculum light, photomacrographic scales, color cards, toluidine blue dye, alternate light source kit, etc.)
* Office supplies
* Patient supplies (i.e., patient transportation, hygiene kits, clothing, etc.)

**Project Staff Resumes**

Applications must include current resumes for all proposed staff included in the project plan.

**Key Dates**

Funding announcement release: 9/21/2021

Application opening date: 9/30/2021

Final date to submit an application: 10/28/2021 at 5 p.m. EDT

Project start date: 1/03/2022

**Project Period**

Projects must begin on or after 01/03/2022 and end on or before 05/31/2023.

**Funding Levels**

Minimum: None

Maximum: $175,000.00

Match requirement: None

**Standards**

Grantees must comply with standards applicable to this fund source and all statutes, requirements, and guidelines applicable to this funding.

**Eligible Activities and Costs**

Funds may be used for costs associated with the development and sustainability of a SANE program.

Allowable costs include, but are not limited to:

1. Initial and continuing education of Sexual Assault Nurse Examiners, including didactic and clinical training for populations across the lifespan, as provided by the Indiana SANE Training Project through the University of Southern Indiana and SWI AHEC.
2. Medical Forensic Exam Supplies and Equipment (i.e., camera with tripod/remote, SD memory cards, alternate light source systems, speculum light, toluidine blue dye, photomacrographic scales)
3. Office supplies (i.e., paper, copier/fax, pens, file folders, paperclips)
4. Patient care supplies (i.e., transportation costs, hygiene kits, clothing)
5. Salary and overtime (limited to forensic nurses while attending training or the backfilling of forensic nurses who are off-site attending training)

**Eligibility Requirements**

1. Entities receiving funds from the Office of Women's Health must:
   1. Be located in Indiana.
   2. Lack hospital designation, including but not limited to trauma hospital, micro-hospital, critical access hospital, rural hospital, or equivalent designation.
   3. Be an established facility or organization eligible to provide medical services prior to initiation of a SANE program and employ a minimum of one registered nurse (RN) with an active Indiana license or advanced practice registered nurse (APRN/NP) with an active Indiana license to complete the required forensic nurse training across the lifespan and provide medical forensic services; a minimum of one medical doctor (MD/physician) with an active Indiana license or APRN/NP with an active Indiana license to be the SANE Program Medical Director; and a minimum of one Indiana licensed healthcare worker to be the SANE program coordinator. Dual roles may be assigned to program employees as approved by the Office of Women's Health. The SANE program medical director must designate a minimum of 10 hours per week and the SANE program coordinator must designate 20 hours per week to the SANE program work plan. If dual roles are assigned, 25 hours per week must be designated to the work plan.
2. Beginning January 3, 2022, eligible applicants receiving funds from the Office of Women's Health must commit that the facility/organization will provide monthly reports to OWH that must include, but may not be limited to: the number of forensic nurse(s) and staff employed within the SANE program, type of victimization (e.g. sexual assault, child sexual abuse, human trafficking, domestic/dating violence, etc.), services provided, number of patients served, patient transfers to a higher level of care, and referrals for additional community based services recommended and/or utilized (e.g. victim assistance, victim advocacy, law enforcement/incident reporting, Department of Child Services/incident reporting, follow-up medical care, other services rendered).
3. Eligible applicants must agree to complete all education requirements through organizations approved by the OWH Statewide SANE Coordinator and Indiana SANE Training Project. Proof of completion will be required for the following: adult/adolescent SANE didactic training, adult/adolescent SANE clinical training, pediatric SANE didactic training, and pediatric SANE clinical training.
4. Eligible applicants must agree to participate in case reviews as facilitated by the OWH Statewide SANE Coordinator and Indiana SANE Training Project. All charts must be submitted, with identifying information redacted, to the OWH Statewide SANE Coordinator and Indiana SANE Training Project Coordinator. Monthly and/or bi-monthly, eligible applicants must have one representative present to participate in a collaborative case review with other eligible applicants.
5. Eligible applicants must agree to participate in a monthly collaboration call with the Statewide SANE Coordinator and Indiana SANE Training Project Coordinator. This call will include a minimum of one representative from each SANE Program and be utilized to facilitate collaborative partnerships, support, technical assistance, resources, and program challenges/successes.
6. Eligible applicants must comply with all Indiana Codes applicable to the medical care and treatment of any persons as designated within their eligibility to provide medical care and as applicable to those individuals who have been victimized or directly/indirectly experienced violence. Failure to comply with program eligibility requirements may cause funds to be withheld and/or suspension or termination of grant funds.

**Prohibitions**

Grant funds may **not** be used to support the following, unallowable costs:

1. Construction, renovation, or remodeling;
2. Medical or office equipment that is standard clinic/office issue;
3. Food, beverage, or any related costs for participants, when grant funds are used to develop and conduct training; and,
4. Any other prohibition imposed by federal, state, or local law or regulation.

**Selection Process**

**Application Screening:** The Office of Women's Health will screen all applications to ensure that they meet the requirements included in the funding announcement.

**Merit Review:** Projects will be reviewed by a panel appointed by the Office of Women's Health (OWH). The merit review panel will assess the applications for quality based on a predetermined scoring system and then report their findings to OWH.

**Final Decisions:** The Office of Women's Health will make the final funding decision based on the Review Panel's recommendations along with the inclusion of contextual factors, including but not limited to availability of funding, sustainability, and need of services. The Office of Women's Health may not fund all applications. If funding requests exceed available funds, OWH may revise projects to address a more limited focus.

**Contact Information**

For more information and questions, contact:

Ashli Smiley Terri Lee

Statewide SANE Coordinator Director

Office of Women’s Health Office of Women’s Health

[ASmiley@isdh.IN.gov](mailto:ASmiley@isdh.IN.gov) [TLee1@isdh.IN.gov](mailto:TLee1@isdh.IN.gov)

317-234-6785 317-233-7056