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**MCH Innovations Database – Cutting-Edge Practice Submission Form**

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This form is for anyone interested in submitting a Cutting-Edge Practice to the [MCH Innovations Database](https://amchp.org/mch-innovations-database/). Please complete all sections of this form unless otherwise indicated. For additional materials to support your submission, visit <https://amchp.org/innovation-hub-ih-practices/>. If you are unsure if your practice is considered Cutting-Edge, use our [Minimum Criteria Checklist](https://amchp.org/wp-content/uploads/2023/05/Minimum-Criteria-Checklist_Updated-2023-1.pdf) or contact AMCHP for support.

***A Note About Health Equity***

To ensure all practices featured in the database contribute to improving health equity as an integral component of overall program sustainability, we have aligned our criteria and questions with the [Racial Equity Impact Assessment](https://www.raceforward.org/practice/tools/racial-equity-impact-assessment-toolkit), [Is My Implementation Practice Culturally Responsive? Checklist](https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/imce/documents/IS%20Self%20Assessment.pdf), [Foundational Practices for Health Equity](https://www.astho.org/Health-Equity/Documents/Foundational-Practices-for-Health-Equity/), [Race Equity and Inclusion Action Guide](https://www.aecf.org/resources/race-equity-and-inclusion-action-guide/), and the [MCH Leadership Competencies](https://mchb.hrsa.gov/training/documents/MCH_Leadership_Competencies_v4.pdf).

***A Note About Equitable Language***

AMCHP has made a formal commitment to anti-racism and racial equity, and we are working to operationalize this commitment throughout our organization. In part, we are focusing on the language we use and are committed to refraining from using terms that further perpetuate narratives that place and describe communities of color as deficit populations, (i.e. using the terms ‘vulnerable’, ‘at-risk’, or ‘low-income’ to describe a particular racial or ethnic group). Use of this language implies there is something inherently flawed in that community and places blame on the individual or a particular racial/ethnic group and not the system that has failed to invest in creating an optimal environment for positive health outcomes. Language should be respectful of communities and identify the system as the problem. We encourage you to consult our [glossary](https://amchp.org/wp-content/uploads/2023/05/Glossary-1.pdf) and the [CDC’s glossary](https://www.cdc.gov/healthcommunication/Resources.html) when responding to the questions in this form to help ensure that your language centers rather than others the populations you work with. *Note: This document is not meant for dissemination and is intended to inform Innovation Hub materials only.*

***A Note About Citations***

Citations can be included throughout the application as appropriate but are not required or expected as they would be for submissions to peer-reviewed journals.

**For submission support or for questions about this form or the submissions process, email** **evidence@amchp.org****.**

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| **Primary Contact Information** |
| Name |  |
| Organization |  |
| Address |  |
| Phone Number |  |
| E-mail Address |  |

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|  **Secondary Contact Information *(Optional)***  |
| Name |  |
| Organization |  |
| Address |  |
| Phone Number |  |
| E-mail Address |  |

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| **Cutting-Edge Practice Submission Overview** |
| What is the name of your practice? |  |
| Was this practice submitted previously to the MCH Innovations Database (formerly Innovation Station)? | [ ]  Yes, and it was accepted as a/an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ practice. [ ]  Yes, but it was not accepted. [ ]  No |
| What issues does your practice address?*Select all that most closely apply* | [ ]  Access to Quality Healthcare [ ]  Birth Outcomes[ ]  Care Coordination[ ]  Data Assessment & Evaluation[ ]  Emergency Preparedness[ ]  Environmental Justice[ ]  Equity & Antiracism[ ]  Family & Youth Engagement[ ]  Health Promotion & Communication[ ]  Health Screening[ ]  Healthcare Financing & Insurance[ ]  Injury Prevention & Hospitalization[ ]  Mental Health & Substance Use[ ]  Nutrition & Physical Activity[ ]  Primary & Preventative Care[ ]  Reproductive Health[ ]  Safe and Connected Communities [ ]  Telehealth[ ]  Workforce Development |
| What populations does your practice serve/impact?*Select all that most closely apply* | [ ]  Adolescents & Young Adults [ ]  Children[ ]  Children and Youth with Special Health Care Needs[ ]  Families & Caregivers[ ]  Infant[ ]  Life Course[ ]  Medical & Public Health Professionals [ ]  Women & Maternal |
| Is this practice supported by Title V either by direct funding or staff time?*Note: This question is for internal purposes only and does not affect your ability to submit.* | [ ]  Yes[ ]  No |
| Was this practice developed/created by a community-based organization (CBO)? *Note: This question is for internal purposes only and does not affect your ability to submit.* | [ ]  Yes[ ]  No |

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|  **Cutting-Edge Practice Submission Questions**  |

*If your practice is accepted, information from this section will be included in the handout that will be featured in our database. Please limit the responses to the submission questions to 7 pages total.*

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| **Practice Description** |
| 1. As if you were explaining your practice to someone who has never heard of it before, provide a high-level description which includes each of the following:
* **The need your practice addresses and how it was identified** (this does not need to be a formal needs assessment), any sources of information that support this need and how you used this to inform your practice development, and who was involved in the identification process
* The **key population** it impacts
* What it intends to **accomplish**
* Any relevant **background information** such as the history behind the development of the practice and/or any principles or values that support it

Please keep your response to **approximately 1 page or less.** |
| **Response:**  |

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| **Core Components and Activities** |
| Core components are essential practice elements which are both observable and measurable. These may also be referred to as essential functions, practice elements, or active ingredients. Collectively, they help articulate the underlying logic of your practice (why it works and for whom) and how it leads to intended outcomes. Click [here](https://www.youtube.com/watch?v=PlpNlKobsxI) to watch a short video explaining core components in more detail.*Example:* *The goal of our program was to improve the number of perinatal depression screens among OB/GYN providers. We did this by conducting a yearlong practice improvement program for OBGYN practices across the state. The core components of this program included virtual training by a nurse educator, provision of a referral sheet tailored to the local area for positive screened women, and follow-up with practices by our program manager.*1. What are the core components of your practice?  Write a paragraph describing these components.
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| **Response:**  |

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| 1. Complete the table below for each core component you identified in question #2, including relevant activities and any operational details. You can add more rows if needed. Two example core components are provided below.
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| **Core Component** | **Activities** | **Operational Details** |
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| *Core Component Examples* |
| *Core Component* | *Activities* | *Operational Details* |
| *Assessment* | *Assessment of child development knowledge* | *Accurately assesses and routinely reassesses the knowledge of health, development, and safety held by childcare directors, caregivers/teachers, and staff* |
| *Connecting* | *Referrals and linkages to external community resources* | *Provide referrals and linkages to external community resources that are identified with families and/or individual family members. Social supports must be integrated into a broad network of family services to meet the varying needs of families (Thompson, 2015). There is increased evidence that adequate social and material supports are necessary for children’s safety (Pelton, 2015; Thompson, 2015).* |

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| **Healthy Equity** |
| The Robert Wood Johnson Foundation defines health equity as *"… everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care.*" 1. How is your practice contributing and/or working towards reducing health inequities and systemic oppression (including structural racism) that impact your key population?
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| **Response:**  |
| **Key Collaborators** |
| For the purposes of this submission, AMCHP considers a collaborator to be a person or organization who has a vested interest in the success of your practice. This can include but is not limited to practitioners/those implementing the practice, those who will be impacted by the practice, state agencies, and those with lived experience related to the need the practice is addressing (community members, families, and youth). 1. Describe each of your practice’s collaborators and why you partnered with them. Please explain if this collaborator has lived experience related to your practice focus or reflects the community/key population impacted by your practice. One example is provided below. You may add more rows as needed.
 |
| **Collaborator** | **Why did you partner with this collaborator?** | **How are you partnering with this collaborator?** | **Does this collaborator have lived experience or come from a community/key population impacted by the practice? Please explain your answer.** |
| ***E.g. Parents of children with special healthcare needs*** | ***To learn from their experiences receiving services and use these perspectives to inform program design*** | ***Parents are actively engaged in an advisory committee that meets on a monthly basis.*** | ***Yes, parents are the primary care providers for the children receiving services from the program*** |
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| **Signs of Success** |
| 1. How have you defined success for your practice? Based on this definition, how have you demonstrated success?
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| **Response:**  |

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| **Lessons Learned** |
| 1. What important lessons have you learned (both positive and negative) by implementing your practice that you can share with others who are interested in using or replicating this practice?
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| **Response:** |
| What were some of the challenges or problems you experienced while implementing your practice? How did you address these? |
| **Response:** |
| Knowing what you know now, is there anything you would have done differently with your practice?  |
| **Response:** |

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| **Next Steps**  |
| 1. Describe any plans you have for continuing or expanding this practice.
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| **Response:** |
| Describe any future improvements or modifications you hope to make to the practice. |
| **Response:** |

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| **Next Steps if Accepted** |
| Thank you for taking the time to share your practice. Your submission will be carefully reviewed by a team of three MCH experts. You may be contacted for follow-up if the reviewers have questions or need additional information while reviewing your submission. After the review, you will also be asked to complete a short survey on this form and the submissions process, so we can provide a more streamlined experience for submitters in the future. **Note: If accepted to the MCH Innovations Database, you will be asked to fill out 1) a practice summary and implementation handout as well as complete 2) the Database Entry Survey. This information will be featured in the database and will provide useful context about your practice to database users. While many of the questions we ask you in this submission form will be included in your practice handout, there are several new questions we will ask you to complete. If interested, you can preview these additional questions and begin working on your handout by** [**using this link**](https://amchp.org/wp-content/uploads/2023/05/Innovation-Hub-Database-Review-Supplemental-Questions.docx).If accepted, you may also be eligible to participate in other promotional opportunities including writing an article for AMCHP’s *Pulse* newsletter, presenting at a conference, or receiving one of our Innovation Hub awards. |