

2021-2023 Collaborative for Recovery Focused Change Cross-Agency Application

About the Program Application

Please review the following documents carefully before beginning this application:

- The Program Overview, for detailed information about the 2021-2023 Collaborative for Recovery-Focused Change: viahope.org/crfc-program-overview-2021
- A complete Application Preview, so that you may prepare your responses before submitting online: viahope.org/crfc-cross-agency-application-preview-2021
- Application Addendum, to be completed by each agency represented in your team/coalition: viahope.org/crfc-application-addendum-for-cross-agency-teams-2021
- Instructions for completing the Experiential Component of this application: viahope.org/crfc-experiential-component-guide-2021

Requirements to Apply for the Program

- All participating organizations must be based in Texas.
- At least one organization must be a behavioral health service provider that receives public funds.

Steps to Apply for the Program

- Review all program activities in order to determine whether this program is a fit for your group's needs.
- Identify a team of core individuals (representing the primary agencies to be involved) who are interested in leading this effort, along with a team lead.
- Each identified team member must review the program overview document to determine if they can meet the requirements.
- Each agency must complete the addendum (i.e. application questions specific to their agency) and a letter of commitment by their Executive Sponsor.
- Submit the online application in its entirety by **Wednesday, November 3rd, 2021 at 5:00 pm CST** deadline, including uploading the addendums and letters of commitment.

Attention: This application is for [cross-agency teams](#) that would like to take part in the 2021-2023 Collaborative for Recovery-Focused Change, which will take place from December 2021 to June 2023.

Teams applying from a [single organization](#) should [follow this link](#) to the other application.

If you're applying on behalf of a team made up of multiple organizations, please proceed to the next page.

There is no fee to apply for this program.

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Important Notes About Application Submissions

You may enter and edit your team's responses to the application until the deadline on 5:00 pm CST on Wednesday, November 3rd, 2021.

For questions about the program or application process, contact Miranda DuPont (Recovery Institute Program Coordinator) at recoveryinstitute@viahope.org.

For general inquiries regarding the Recovery Institute, please contact Amanda Bowman (Recovery Institute Manager) at amanda.bowman@viahope.org.

To learn more about Via Hope and the Collaborative for Recovery Focused Change program, [visit our website](#).

Important Note: In order to save and edit your responses as you advance to each page of the application, you must enable cookies and use the same device and web browser you used to start the application.

For instructions on enabling cookies, please click on the following link:
timeanddate.com/custom/cookies.html.

Once you submit this application, you will not be able to change your responses.

*** 1. Please provide the following information for a point of contact below. We will contact this person about the status of your application and to arrange a follow up interview if needed.**

First Name

Last Name

Organization

Title or Role

Email Address

Phone Number

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Participating Team Responsibilities

Participating teams will be asked to:

- Complete all of the required activities in timeline (see below).
- Commit to independent activities, including the development of specific recovery-oriented goals.
- Host Via Hope on-site for in-person work to be determined in collaboration with Via Hope (may include: agency walk-through, training, consultation). In addition to hosting, ensure that the appropriate staff are present for these activities.
- Complete evaluation activities (e.g. distribute surveys at the end of workshops hosted at the organization) as requested by Via Hope.
- Collaborate and communicate with other staff who have a critical role to play in implementing the desired change, such as human resources, quality management, and trainers.

Estimated Timeline of Activities

- October 6th - November 3rd, 2021 – Applications accepted
- Friday, November 12th, 2021 – Applicants notified of acceptance
- December 15, 2021 – Orientation Webinar
- January 2022 – Opening Cohort Gathering for all teams. Virtual, two-day event
- February 2022 - Agency-specific project plans due
- January 2022 - June 2023 – Program activities such as in-person site visit, virtual learning sessions, consultation groups (optional), and bi-monthly team calls
- June 2023 – Closing Cohort Gathering. Virtual, two-day event

Required Program Activities

Activities for the 2021-2023 Collaborative for Recovery Focused Change will begin in December 2021 and end in June 2023.

Cross-team events that your team will attend:

- Orientation webinar
- 2-day (virtual) Opening Cohort Gathering for all teams
- 2-day Year 2 Cohort Gathering for all teams (may be in-person or virtual, depending on participant preferences)
- 2-day (virtual) Closing Cohort Gathering for all teams

On-site event that your team will host:

- Site visit comprised of 1-2 days of in-person training, consultation, or other activities to be determined in collaboration with Via Hope staff that reflects your project/goals

Ongoing activities for your team:

- Bi-monthly team coaching calls with Via Hope staff or consultants

- **Bi-monthly virtual learning sessions hosted by Via Hope (also includes additional staff from your agency, determined by the topic/focus)**
- **Independent learning activities and work related to your project/goals, as determined by your team**
- **Create and maintain a written project plan in consultation with Via Hope**
- **Meet at least monthly to review plans, develop ideas, identify successes, etc.**
- **Evaluation activities**

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Agencies Represented on Your Team

In this section, please provide a list of the agencies involved on your team. If there are more than three agencies being represented, please explain that on the following page in the description of your project plan, and provide information about the three main agencies here.

* 2. Agency 1

Name

Address

* 3. Agency 2

Name

Address

4. Agency 3 (optional)

Name

Address

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Your Project Summary

* 5. Tell us about your project(s) in roughly 300 words. Consider including:

- The purpose of the project and its intended impact
- Any specific program, population, or community area this project focuses on
- How you might measure this change (please don't assume quantitative!)
- Why/how this set of agencies have come together to pursue this project

Pilot sites

Some changes intended for the entire agency can be piloted in one area (or with one program/group) to refine the implementation approach before spreading to the entire group. This "pilot site" is typically a place where the change is wanted by the people working there and involves those who will serve as champions for the change with the larger group. (In other words, don't start with the most challenging area!)

* 6. Does your project lend itself to a pilot site/group? If so, have you identified the area/group for the change to be tested initially?

If you're not sure, consultation early on in the program can assist with this.

* 7. Please tell us about specific training or consultative needs this program could provide to assist with your project/goals.

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About Your Team/Coalition

Please provide 3-5 sentences on each of the following items.

* 8. Does this team/proposed project represent a new or existing partnership?

* 9. If this is a new partnership, tell us a little about what brought you together and what you've done to establish yourselves as a group so far.

* 10. If this is an existing partnership, what success/accomplishments have you had so far?

* 11. What do you view as the strengths of this team/coalition?

* 12. What are the biggest challenges faced by this group?

* 13. Please describe any current or anticipated dynamics of change your group or community is experiencing that may influence the success of this project.

* 14. Please share whether and how your team/coalition incorporates diverse viewpoints — in particular, those of the people you serve, family members, or other advocates with lived experience — in strategic planning, priority-setting, and decision-making.

* 15. What efforts is this group currently making related to diversity, equity, and inclusion? Are there certain challenges this program could help you overcome?

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Collaboration with Program Cohort

Learning collaborative programs are designed to foster learning across participating teams over the course of the program. This sharing of ideas, experiences and support is achieved through cohort gatherings, all-team learning sessions, consultation groups, and less formal connections between participants. Ideally these connections will continue long after the end of the program!

Please provide 3-4 sentences on each of the following items.

* 16. What does your organization bring to a community of other organizations across Texas doing similar work? In other words, how might your group support the work of other teams in the program?

* 17. How do you anticipate benefiting from this community of organizations? What do you hope to get from the agencies outside of your team/coalition?

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Experiential Component

The purpose of this component is to help your team gain insights into the current state of your organization's recovery and resiliency-oriented change work and help you submit an informed application. This activity will also provide an opportunity to experience the type of work teams are engaged in during Recovery Institute programs.

Instructions for the experiential component can be downloaded here: viahope.org/crfc-experiential-component-guide-2021

Please note that Via Hope has provided this as a guide to the experiential component. However, each team that submits an application is responsible for interpreting and applying the information to their setting.

Following the activity, we ask that your team reflect on the experience and share what you learned by answering the following questions.

Experiential Component Reflection Questions

Tell us about your team's preparation for the activity. You may include information such as: the individuals who were involved, your group's decision-making process, and other information that may help Via Hope understand how your group works together (even if it is the first time the group has worked together).

* 18. Who took part in the discussion, and who facilitated? Why were these individuals, in particular, invited to play this role?

* 19. What did you learn as a result of this process? Were there any surprises about the process or the outcomes? How has the experience informed your team's application?

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Learning Collaborative Team Members

The Via Hope Recovery Institute's model of change focuses on supporting interested, inspired, and well-connected people across all levels of an organization, community, or system as they work to make change. This model does not focus on changing people that are not interested. Instead, it draws upon the innovators within your community or network — the people who already lead change or want to lead change. Your team members will initially lead within their individual spheres of influence and increasingly, with your support, will reach out to others to invite them to join this exciting work.

Please keep this in mind as you form your team.

Team Formation

We are providing space below for the identification of up to three participating agencies. (This “cross-agency team” application assumes at least two agencies are involved.) You are required to identify a minimum of four people and may include up to six people for your team.

Note: You will have the opportunity to involve additional people/agencies in your project and in specific learning sessions/events. However, this team of core people will lead the effort and coordinate with any additional people involved. If the program's cohort opts to have an in-person gathering mid-way through the program, individuals identified as core team members will attend.

The formation of your team will be significantly informed by the specific project or goals for change for which you're seeking support. We ask that you carefully consider who are your champions for change before identifying them so that few changes need to be made after the program has begun.

We also ask that you consider the following roles/qualities to maximize your team's effectiveness and to get the most out of this program:

- Someone in a supervisor or manager role
- Someone in a direct care role (i.e. regular contact with people receiving services)
- Executive leader who can remove implementation obstacles and inspire agency-wide change
- Peer provider and/or someone with experience receiving services at an agency involved
- Someone with an interest/strength in implementation and quality improvement (particularly regarding measurement)
- Someone who works in the area/program where the “project” or intended change is likely to be implemented first (pilot site)

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Team Information & Agency-Specific Responses

Please provide contact information for the core team of individuals who will participate in this program on behalf of the organizations represented in your coalition.

Instructions for Completing the Application Addendum

Each agency must also complete an addendum with information specific to their organization. [Follow this link to download the application addendum](#). Once completed, you may upload a .PDF version below.

Instructions for Completing the Letter of Commitment

As one of the final steps in the process, we ask that each organization's Chief Executive Officer, Executive Director or Superintendent submit a Letter of Commitment that communicates the organization's pledge to support the team's participation in the program.

This program will be offered at no cost to participating organizations. However, participating organizations will invest significant staff time and energy into the program. Recovery Institute programs are supported by grant funds from the Medical and Social Services Division of Texas Health and Human Services Commission.

For the one potential in-person gathering: lodging, breakfast, and lunch are provided. However, no travel stipends are included for participants and other travel costs must be covered by participating organizations.

* 20. Lead Agency/Agency 1 Name

* 21. Please attach a PDF copy of Agency 1's application addendum here.

Choose File

Choose File

No file chosen

* 22. Please attach a PDF copy of Agency 1's signed Letter of Commitment here.

Choose File

Choose File

No file chosen

* 23. Agency 2 Name

* 24. Please attach a PDF copy of Agency 2's application addendum here.

Choose File

Choose File

No file chosen

* 25. Please attach a PDF copy of Agency 2's signed Letter of Commitment here.

Choose File

Choose File

No file chosen

26. Agency 3 Name (optional)

27. Please attach a PDF copy of Agency 3's application addendum here.

Choose File

Choose File

No file chosen

28. Please attach a PDF copy of Agency 3's signed Letter of Commitment here.

Choose File

Choose File

No file chosen

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Submit Your Application

Your application is not final until you press the "submit" button below.

Please carefully review your responses. Once you press "submit," you will not be able to edit your answers.

For questions about the program or application process, contact Miranda DuPont (Recovery Institute Program Coordinator) at recoveryinstitute@viahope.org.

For general inquiries regarding the Recovery Institute, please contact Amanda Bowman (Recovery Institute Manager) at amanda.bowman@viahope.org.