

**Strategic Priority Funding Proposal
One-Time Non-Base Investment Proposal: Step 2**

(Please limit the proposal narrative and attachments to 10 pages)

Proposal Name: Development of a Post-MSW Clinical Certificate Program

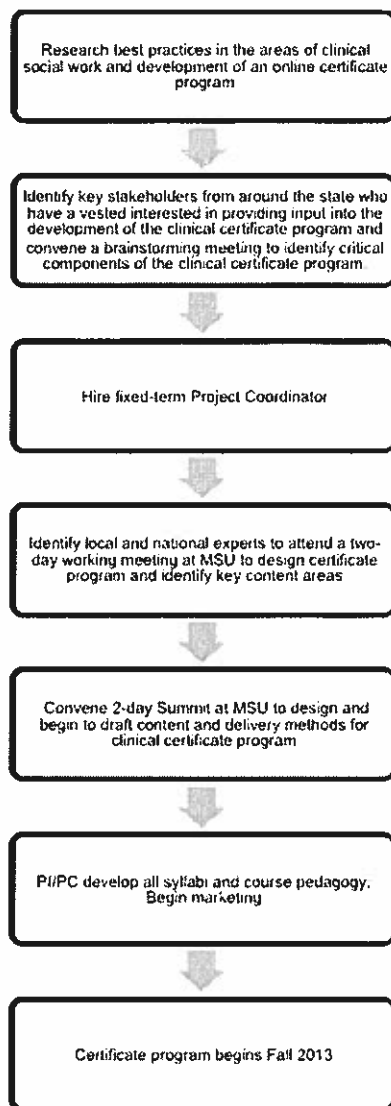
(Increase space or add pages as needed)

1. Provide a description of the project being proposed. (5 points)

The Department of Social Work, in cooperation with Extended Learning, proposes the development of a partially online Post-Master Certificate Program in Clinical Social Work. Students obtaining a Master of Social Work (MSW) degree from a Council on Social Work Education (CSWE) accredited graduate program are prepared to take the Licensed Graduate Social Work (LGSW) licensure examination. Due to the August 2011 changes in state statute, a LGSW seeking to become a Licensed Independent Clinical Social Worker (LICSW) in Minnesota needs to complete 2 years post-graduate supervised clinical practice and document 360 hours in specific clinical knowledge areas. These clinical content areas are Differential Diagnosis (108 hours), Clinical Treatment Planning (36 hours), Clinical Intervention Methods (108), Evaluation Methodologies (18 hours), Social Work Ethics and Values (72 hours), and Culturally Specific Clinical Assessment and Intervention (18 hours). Most MSW students need more clinical courses to meet these required clinical knowledge content areas. This Certificate would be an option for those seeking to obtain the required content for LICSW licensure. It would also benefit practicing LICSWs who are required to receive 24 continuing education hours in clinical content every two years. A fixed-term faculty member with a LICSW license will be hired to serve as the project coordinator (PC) for the development of this certificate under the supervision of the project investigator (PI), Dr. Zammitt.

The Project Coordinator will research best practices in the areas of clinical social work and the development of an online certificate program. Key stakeholders from around the state who have a vested interest in providing input into the development of the Clinical Certificate Program will be identified. A one-day brainstorming meeting will be convened with key stakeholders to identify critical components necessary for developing a successful Clinical Certificate Program. Results from this meeting will be used as a basis for conducting a 2-day summit with expert consultants. Local and national expert consultants will be identified and will participate in a 2-day summit at MSU to design the Clinical Certificate Program. They will identify key content areas; develop program delivery and design, and outline program requirements and summative evaluation methods. The PI and PC will use findings from the 2-day summit in the development of all course syllabi, the program structure, requirements, and delivery methods. PI will work collaboratively with Extended Learning to market and implement the Clinical Certificate Program beginning Fall 2013. See Figure 1 for an overview of the description of the clinical certificate proposal.

Figure 1: Description of the Clinical Certificate Program Proposal



2. Explain how this project is specifically targeted to one or more strategic priorities. (10 points)

The Certificate proposal addresses *Strategic Planning Priority #3*, specifically Goal 3.1 and 3.3, by greatly expanding the reach of our extended learning programs and meeting an advanced training requirement that will “enhance the global economic competitiveness of the state, its regions, and its people” (Strategic Plan 2010-2014, 2010). The clinical certificate will be the first offered in Minnesota. With limited opportunities throughout the nation to obtain Clinical Social Work Certification, the University positions itself to attract additional Social Work students and practitioners from throughout the state and perhaps the nation. This increased access to advanced training addresses *Strategic Planning Priority # 1*, specifically Goal 1.1, “by meeting the needs of students with diverse backgrounds and educational goals” (Strategic Plan 2010-2014, 2010). Development of the clinical certificate program will increase access and opportunity for advanced clinical training across Minnesota and beyond. This credit bearing certificate program will enhance our MSW program, as well as Extended Learning. Lastly, this Clinical Certificate Program will produce post-MSW graduates that have “strong, adaptable, globally competitive and flexible skills,” Goal 2.2, that will help meet the rising demand for LICSW licensed social workers in Minnesota and beyond (Strategic Plan 2010-2014, 2010). Graduates of the Clinical Certificate Program will fulfill required clinical content hours. This will allow graduates of the Clinical Certificate Program to move forward and obtain their LICSW licensure.

3. Describe the impact this project will have on students and/or others whom we serve. (10 points)

A goal of the program is to increase the number of licensed independent clinical social workers practicing in the region and state to meet identified needs. LICSW's are in demand to meet the needs of a rapidly aging and culturally diverse population, particularly in rural areas. Currently throughout the state, MSW students are graduating with a shortage in clinical content hours needed to meet the 360-hour LICSW requirement. This deficit in clinical content hours is by no means a reflection on the quality of our state's MSW programs, but is a product of balancing all required curriculum content both clinical and non-clinical. This clinical certificate program will provide an opportunity for not only our MSW graduates, but also for graduates throughout Minnesota as well as graduates from out-of-state institutions, to have the opportunity to complete the clinical education hours required to become a LICSW.

This clinical certificate program will be marketed as a transdisciplinary continuing education opportunity. All licensed professionals must meet a specified number of continuing education hours as set forth by their regulating boards in order to maintain their current licensure status. Social workers, marriage and family therapists, psychologists, and other related disciplines would be able to enroll in the clinical certificate program to obtain advanced clinical training and provide continuing education opportunities. The program will have a significant impact on all individuals from diverse disciplines that are in need of advanced clinical training.

4. Identify the "SMART" outcomes for the project (specific, measurable, achievable, relevant, and time-bound). (5 points)

Outcomes

- By June 30, 2012 identify up to 20 key stakeholders from around the state who have a vested interest in providing input into the development of the Clinical Certificate Program and convene a brainstorming meeting to identify critical components of the program.
- By August 1, 2012 hire one fixed-term faculty person to serve as the project coordinator.
- By December 15, 2012 identify up to 5 expert consultants in clinical certificate development and implementation and convene a 2-day summit at MSU, Mankato to draft the content and delivery methods of the Clinical Certificate Program.
- By May 1, 2013 develop all course syllabi for Clinical Certificate Program.
- By May 30, 2013 collaborate with Extended Learning to develop and implement a marketing plan for the Clinical Certificate Program.
- By August 2013 implement the Clinical Certificate Program by enrolling students into the program.

5. Discuss what this project will do for the university that warrants the investment. (5 points)

A cursory review of CSWE accredited MSW programs, yielded no existing Clinical Certificate Programs in the surrounding contiguous states. With this project, the University will lead the state and nation in providing advanced clinical social work certification, providing more visibility for the Department of Social Work and for the University as a leader in post-graduate education. It will expand the reach of extended learning programs and increase enrollment of postgraduate level students. Furthermore, this clinical certificate program bolsters several of the current strategic priorities that are aimed at positioning MSU, Mankato to be a leader in post-graduate education and will establish a national reputation for the University for advanced professional training. This increased visibility and reputation, as a leader in advanced professional training will have a positive impact on the marketing and enrollment of future students into the Social Work program, as well as related disciplines.

6. Describe how the activities generated by this project would be sustained after one-time funding has ended, or if applicable; explain why the project does not need to be sustained. (5 points)

Once the clinical certificate program begins in the fall of 2013 it will begin to generate revenue. This program will become self-sufficient whereby the revenue generated will pay for the costs associated with offering the Clinical Certificate Program.

7. Budget (5 points):

Outline the funding requested using the categories listed below. Please note, budget revisions beyond 10% total change from the initial proposal require approval. Budget revisions of more than 20%, constitutes a major change in the project scope and will not be approved.

	FY12	FY 12 Matching Funds	FY13	FY 13 Matching Funds	FY14	FY13 Matching Funds
Personnel						
Unclassified Salary (extra duty days)	17,110		4,246			
Classified Salary			60,500			
Fringe ^a (Classified and Unclassified)	5133		23,659			
Graduate Assistant Salary						
Graduate Assistant Tuition Reduction/Waiver ^b						
Non-Salary						
Student Help						
Purchased Services/Travel Expenses	3,705		16,820			
Supplies and Materials	1,725		3,250			
Building Improvement/Construction Costs						
Equipment						
Total Budget Requested	27673		108,475			

^a Note: All current employees must be paid fringe benefits. Fringe should be estimated based on salary and position classification: Unclassified 30%, Classified 37%, Adjunct 7.65%.

^b Estimated Tuition Reduction/Waiver for full-year enrollment: Masters \$5,858, Doctoral \$10,000.

Staffing for the Project

The Project Investigator (PI) will oversee the development of the Post-MSW Clinical Certificate Program. The PI, Dr. Kimberly Zammitt, will be released from one course each semester to work on this project. The primary responsibilities of the PI will be to provide project oversight, and make decisions regarding key stakeholders, expert consultants, content, and pedagogy. She will also facilitate all formal meetings with stakeholders and expert consultants. She will be the primary contact for the project and collaborate with other MSU offices such as Extended Learning.

Project Coordinator (PC) will be a one-year fixed term position. The Project Coordinator will be a Licensed Clinical Social Worker with expertise in the area of both clinical social work and teaching pedagogy. The PC will be hired as a full-time fixed-term faculty member. The PC will work 75% of the time on the Clinical Certificate Program and teach one course. This allows the PI to work on the project 25% of the time during fall/spring 2012-2013.

The primary responsibilities of the PC will be to identify key clinical stakeholders, research and identify expert consultants, make arrangements for all meetings, and assist with clinical course development, including creating syllabi. The PC will also draft all grant reports and collect evaluation data.

Budget Justification

FY12

Project Investigator. Kim Zammitt will be paid for 30 extra duty days for this project. $\$58,968/168=\351 per day x 30 days=**\$10,530**

Project Coordinator. Carol Goodemann, currently hired in a fixed term position, will work extra duty days on this project. (FY 12 only). $\$55,272 /168=\329 per day x 20 days= **\$6,580**

Fringe Benefits. 30% (fringe benefit rate for extra duty days) x \$17,110 =**5133**

Non Salary Items

Stipend for Key Stakeholders to attend meeting. \$50 per day x 20=\$1,000

Food for Meetings. Breakfast/lunch/snack for preliminary meeting of key stakeholders in the state \$50 per person x 25 people (20 key stakeholders + 5 faculty)= \$1,250

Mileage for Meeting. 20 key stakeholders x average 150 miles x .485=\$1,455

Supplies and Materials

Materials and supplies for project including meetings of key stakeholders. \$1,725 (e.g., office supplies, resource materials, copies)

TOTAL REQUESTED FY 12 \$27,673

FY 13

Project Investigator will be reassigned time (one course per semester) to work on this project in both the fall and spring semester. The project coordinator will teach the one course fall and spring. Therefore only one salary will be charged to the grant.

Project Coordinator @\$60,500 fixed term position for fall/spring.

Consultant. Michelle Alvarez will provide 11 extra duty days work on the project. Michelle brings experience developing an online certificate program and an expertise in clinical social work and online course delivery. \$64,827/168 days=\$386 per day x 11 days =\$4,246

Fringe Benefits.	
Fixed Term Faculty \$60,500 x 37% =	\$22,385
Extra Duty Days (M. Alvarez) 4,246 x 30%=	\$1274
Total Fringe	\$23,659

Non-Salary Items

Stipend for Clinical Content Experts, \$500 per day x 2 days= \$1,000 x 5 experts = **\$5,000**

Stipend for Key Stakeholders. \$50 per day x 2 days x 20=**\$2,000**

Travel for Clinical Content Experts to attend 2-day Summit at MSU. Airfare \$500 + \$80 shuttle to/from airport to campus + \$250 hotel (2 nights) + \$93 per diem (3 days)+ \$50 other ground transportation= \$973 x 5=**\$4,865**

Food for Meeting. Food for 2 day Summit with content experts and 5 faculty (\$50 per person x 10 x 2 days=\$1000) and food for 2 day meeting with 20 key stakeholders and 5 faculty, 25 people x \$50 x 2 days=\$2500. Total food **\$3,500**.

Mileage for Meeting. 20 key stakeholders x average 150 miles x .485=**\$1,455**

Supplies and materials

Materials and supplies for the 2-day Summit. **\$3,250**
(e.g., office supplies, books, copies, books and other materials)

TOTAL FY13 \$108,475

REQUESTED TOTAL FOR GRANT PROJECT \$ 136,148

8. Identify any special considerations or needs required for this project (e.g. physical space, contractual obligations, IT support, or collaborations with/implications for other units). (5 points)

It will be imperative to work collaboratively with Extended Learning to assist with the marketing, registration, and enrollment of students for the Clinical Certificate Program. IT support will be required, but nothing beyond what is already offered to faculty through Extended Learning.

9. Provide a project timeline outlining key tasks, milestones and dates for completion. (5 points)

Date	Tasks	Who is Responsible
May 2012	Identify 20 key stakeholders Reserve room for meeting Order food Develop contracts for key stakeholder payment	Zammitt
June 2012	Convene key stakeholder meeting Tabulate findings Hire fixed-term faculty	Zammitt, Fixed-term, & Alvarez
August – September 2012	Train fixed-term faculty Research best practices in the areas of clinical social work and development of an online certificate program Identify expert consultants Develop contracts for expert consultant payment Order food Reserve room for meeting	Zammitt & Fixed-term
October 2012	Convene expert consultants for 2-day summit Submit reimbursement forms for travel for expert consultants	Zammitt & Fixed-term
November- December 2012	Tabulate findings from 2-day summit Draft outline of clinical certificate program, including course offerings, method of delivery, sequencing of curriculum, and admission requirements	Zammitt & Fixed-term
January - May 2013	Develop all course syllabi Finalize sequencing of curriculum, admission requirements, and program delivery Develop and implement marketing plan Reserve meeting room Order food Convene 2 nd key stakeholder meeting	Zammitt, Alvarez, Fix-term, Extended Learning
June 2013	Incorporate feedback from key stakeholders to make any necessary modifications to the clinical certificate program Write up final report Recruit students for enrollment into clinical certificate program	Zammitt, Alvarez, Fix-term, Extended Learning