Budget 1 -Sample - 1 CHW

This sample budget provides guidance for developing a budget to develop one (1) full-time CHW position.

CHW Program Planning and Implementation

Personnel *(supported at an hourly rate)*

Organization/Site Manager (i.e. Clinic Manager, Site Manager, Nursing Manager, Executive Director, Program Director, etc.)

(To support the overall project management, invoicing, personnel management, and participation in funding-related meetings and reporting, sustainability planning, etc.)

(Note: A minimum of 60 hours is strongly encouraged to allow for adequate planning and program development. Additionally, 30 hours are suggested for CHWSD programming - monthly meetings, conference, etc. If multiple individuals will assist with this work, please indicate separate rates.)

Rate:	$60.00	Hours	100	**Total**		$6,000.00
Rate:	$0.00	Hours	0	**Total**		$0.00
Rate:	$0.00	Hours	0	**Total**		$0.00

Provider Completion of CHW Planning and Assessment Toolkit

(MD, DO, PA, NP to complete toolkit and receive CEUs - hourly rate will cover lost reimbursements during the 2 hour course.)

(Note: Please provide an averaged hourly rate for all providers.)

Rate:	$90.00	Hours	10	**Total**		$900.00

Nurse Completion of CHW Planning and Assessment Toolkit

(Nurse to complete toolkit and receive CEUs - hourly rate will cover lost reimbursements during the 2 hour course.)

(Note: Please provide an averaged hourly rate for all nurses.)

Rate:	$40.00	Hours	16	**Total**		$640.00

Other Care Team Members Completion of CHW Planning and Assessment Toolkit

(Other staff to complete toolkit and receive CEUs - hourly rate will cover lost reimbursements during the 2 hour course.)

(Note: Please provide an averaged hourly rate for all other care team members.)

Rate:	$40.00	Hours	16	**Total**		$640.00

Billing/Coding Supports

(To assist with setting up billing and reimbursement processes for CHW program.)

(Note: For organizations not seeking Medicaid or other reimbursements, billing and coding supports are not needed.)

Rate:	$40.00	Hours	120	**Total**		$4,800.00

IT and Technology Supports

(To assist with EHR integration for CHW program.)

(Note: Organizations not seeking Medicaid or other reimbursements may wish to invest in a software program to record patient/client encounters and document services provided.)

Rate:	$40.00	Hours	120	**Total**		$4,800.00

Technology

EHR updates and/or Documentation Software to Support Buildout for CHW Program

(Note: Some healthcare organizations in South Dakota have received funding at a system level to support this effort. Please check with administration prior to including a budget item for EHR updates. Additionally, organizations not seeking Medicaid or other reimbursements may still wish to invest in a software program to record patient/client encounters and document services provided.)

Amount:	$1,500.00	*(Up to $5,000)*	**Total**	$1,500.00

CHW Training and CHW Personnel Time

Personnel *(supported at an hourly rate)*

Future CHW(s) Salary

(To cover the hourly rate of the CHW plus benefits during training, participating in monthly CHWSD programming, and awareness and introductions within organization and community.)

Note: The following estimates should be considered and included for each CHW position proposed:
- Training - 450 hours
- CHWSD Programming - 40 hours
- Awareness and Introductions - 40 hours
- Organizational onboarding - 30 hours
- Evidence-based training programs - varies

Rate:	$25.00	Hours	700	**Total**	$17,500.00

Certificate-Level CHW Training Program

Certificate-Level CHW Training Program Tuition

(Note: Visit https://chwsd.org/training/ for more information regarding available Certificate-Level CHW Training Programs for South Dakota).

Tuition:	$4,500.00	*Tuition is approx. $4,500 per individual*	**Total**	$4,500.00

Additional Evidence-Based CHW Training Programs

Better Choices, Better Health® SD

(Note: Individuals trained through a South Dakota CHW Certificate Program will be trained as a BCBH-SD Lay Leader through the Certificate Program.)

Amount:	$0.00	*Amount: $250*	**Total**	$0.00

National Diabetes Prevention Program

Amount:	$0.00	*Amount: $750*	**Total**	$0.00

Educational Supplies

Supplies to Support the Online CHW Certificate-Level Training

(Note: Educational supplies may include purchase of a laptop computer for the online training if a laptop would not normally be purchased for a new hire. Please indicate below the justification for purchasing a laptop below.)

Amount:	$0.00	*(Up to $1,500 per CHW trained)*	**Total**	$0.00
Justification:				

CHW Program Supports and Integration

CHW Program Materials

Marketing/Graphic Design Costs

(To support the design and development of resources to support the CHW program (i.e. business cards, rack cards, post cards, etc.)

Rate:	$40.00		Hours	80				**Total**	$3,200.00
Printing Costs									
(To print supporting materials.)									
Amount:	$400.00		*(Up to $500)*					**Total**	$400.00
Additional Evidence-Based Training Programs									
Better Choices, Better Health® SD									
(Note: For an organization to host BCBH-SD workshops, the organization must have at least two trained Lay Leaders. Funding can support the training and offset the salary of an additional one or two individuals to be trained as a Lay Leader. Training is approx. 30 hours.)									
Amount:	$0.00		*Amount: $250*					**Total**	$0.00
Rate:	$0.00		Hours	0				**Total**	$0.00
National Diabetes Prevention Program									
(Note: Although not required, it is strongly recommended that organizations offering the National DPP have at least two trained Lifestyle Coaches. Funding can support the training and offset the salary of an additional one or two individuals to be trained as a Lifestyle Coach. Training is approx 30 hours.)									
Amount:	$0.00		*Amount: $750*					**Total**	$0.00
Rate:	$0.00		Hours	0				**Total**	$0.00
Evidence-Based Program Materials									
Design Costs									
(To support the design and development of resources to support evidence-based programs, such as BCBH-SD and National DPP (i.e. business cards, rack cards, post cards, posters, etc. Some materials have already been created and are available to organization's to customize for their specific BCBH-SD site.)									
Rate:	$0.00		Hours	0				**Total**	$0.00
Printing Costs									
(To print supporting materials.)									
Amount:	$0.00		*(Up to $500)*					**Total**	$0.00
Purchasing Program Materials									
(To purchase materials (i.e. BCBH-SD guide, etc.)									
Amount:	$0.00		*(Up to $500)*					**Total**	$0.00
Professional Memberships			*(Encouraged But Not Required)*						
National Association of Community Health Workers (NACHW)									
(Annual CHW Membership for both individual CHWs and/or organization.)									
Amount:	$50.00		*Individual CHW: $50, Organization, $150*					**Total**	$50.00
American Public Health Association (APHA)									
(Annual Individual Membership.)									
Amount:	$225.00		*Individual Membership: $225*					**Total**	$225.00
Travel									

Travel (for CHW and/or Other Personnel)

(Costs related to in-state travel can be covered for both the CHW and/or other personnel. Travel may be necessary for CHW shadowing, attending the CHWSD Annual Conference, or attending other relevant meetings.)

(Note: Travel reimbursements will need to be invoiced in accordance with state travel rates. For more information regarding state travel rates, visit: https://sdlegislature.gov/api/Rules/Rule/05:01:02:14.html?all=true)

Amount:	$350.00	*(Up to $500)*						**Total**	$350.00

Additional Funding Needs

Proposed Additional Expenses

Proposed Additional Funding Needs

(The CHWSD and SD DOH recognize that all needed expenses may not be covered within the above budget. Please add any additional expenses your organization would like to propose be covered by this funding opportunity.)

(Note: Food, beverages, equipment, building remodels, construction costs, and vehicles are not able to be funded.)

Item:								Amount:	$0.00
Item:								Amount:	$0.00
Item:								Amount:	$0.00
								Total	$0.00

Sub-Total

Sub-Total

Based on budget numbers indicated above, the sub-total proposed is:									$45,505.00

Indirect Rate

Indirect Rate

This funding allows for an indirect rate of 5.9%							**Indirect:**		$2,684.80
							Total:		**$48,189.80**