



National Behavioral Health Network for Tobacco & Cancer Control: State Strategy Sessions

The National Council for Behavioral Health operates the [National Behavioral Health Network for Tobacco & Cancer Control](#), a 5-year program jointly funded by the Centers for Disease Control & Prevention's (CDC) Office on Smoking and Health and Division of Cancer Prevention and Control. The National Behavioral Health Network focuses on providing Network members with resources to support their efforts in eliminating cancer and tobacco disparities among people with mental illnesses and addictions. The National Network's activities include webinars and presentations; resource sharing; communities of practice; and state strategy sessions.

OVERVIEW

What is a state strategy session?

A state strategy session is a key informant meeting convened to discuss and compile evidence-based strategies and recommendations for states/communities to eliminate tobacco use and cancer-related disparities among people with mental illness and substance use disorders (behavioral health) in communities. During these meetings, a select group of partners work together to develop strategies to reduce the prevalence of smoking and nicotine dependence among behavioral health consumers and staff. State strategy session participants reach a consensus on an over-arching, measurable goal for the reduction of tobacco use. Additionally, meeting participants analyze gaps and barriers to achieving this goal, as well as share resources and strategies for success. State strategy sessions conclude with the development of a concrete action plan to implement evidence-based strategies to reduce tobacco use and cancer-related disparities among persons with behavioral health conditions.

Benefits of participation

By hosting a state strategy session, states can serve as a vital resource for their peers who aim to reduce tobacco use and cancer-related disparities for those with behavioral health conditions. State strategy sessions may also be featured on the National Behavioral Health Network's highly trafficked website, www.BHtheChange.org; an example of a state strategy session success story can be found [here](#).

States that are convening to address tobacco and cancer control among behavioral health populations may be recognized as a state strategy session. To be designated as a state strategy session, please complete the form below and submit to [Margaret Jaco](mailto:Margaret.Jaco@thenationalcouncil.org) at BHtheChange@thenationalcouncil.org.

If states would like to request financial assistance from the National Behavioral Health Network to support a state strategy session, they must complete a funding request form and submit to [Margaret Jaco](mailto:Margaret.Jaco@thenationalcouncil.org) at BHtheChange@thenationalcouncil.org for review and approval. NOTE: National Behavioral Health Network staff must be available to attend all in-person meetings that are being funded through this initiative. National Behavioral Health Network staff can also be available to provide in-kind support in the planning of the meeting.



REQUEST FORM: State Strategy Session & Financial Assistance

Please complete the form below and email to BHtheChange@thenationalcouncil.org for state strategy session consideration. If funding support is being requested, please respond to question #8 below.

1. Requesting State:
2. Applicant Organization:
3. Organization Representative First & Last Name:
4. My state would like to be considered a state strategy session? Yes/No
5. Session Proposed Dates:

If dates have not been set yet, please indicate desired timeframe (e.g., Spring 2016).

6. Short Answer. Why should we consider your state as a strategy session state? Responses should include agency’s capacity to carry out this project and plans for sustaining progress following the strategy session. Responses may also include how hosting a state strategy session aligns with agency’s mission.

7. My state will be requesting funding assistance for the state strategy session? Yes/No

If yes, please read and respond to question #8 below. If no funding assistance being requested, please submit form.

8. Funding Parameters:

Please note, the National Behavioral Health Network is **NOT** able to provide funding support for the following:

- Food & beverage
- Meeting participant travel
- National Behavioral Health Network partner (sub-contractor/consultant) costs (including travel)

The National Behavioral Health Network is able to provide funding support for the following expenses. Please check all for which you’re requesting funding assistance:

- Meeting room & A/V* (up to \$2,500)
- Travel expenses for up to 1 Keynote Speaker* (up to \$1,500). **NOTE: Travel must be booked through Avenue Travel in order for National Behavioral Health Network to cover these costs, as further explained in Appendix B.**
- Travel expenses for meeting facilitator* (up to \$1,500). **NOTE: Travel must be booked through Avenue Travel in order for National Behavioral Health Network to cover these costs, as further explained in Appendix B.**
- Printing materials* (up to \$750)
- In-kind National Behavioral Health Network staff support*
 - o Please indicate the in-kind National Behavioral Health Network staff support that your state will need during the state strategy session planning, in-person meeting, and after the meeting.

**For each of the items above, please refer to Appendices for important clarification and funding guidelines.*



Appendix A: Funding Parameters

- Per federal funding regulations, the National Behavioral Health Network is NOT able to cover ANY food and beverage expenses.
 - In instances where food and beverage is listed on the same contract as the meeting space and A/V rental, the National Network reserves the right to request a separate, itemized contract listing only the meeting space and A/V costs that will be covered using National Network funds.
- The National Behavioral Health Network is able to provide funding to cover printing costs for materials specific to the state strategy session. This includes agendas, posters, and other documents used during the meeting. However, the National Network will not be held responsible for reviewing the printed materials for content accuracy. The state host is solely responsible for proofing these printed materials to ensure accurate information.
- National Behavioral Health Network staff must be available to attend all in-person meetings that are being funded through this initiative. States should identify multiple proposed session dates before confirming event dates



Appendix B: Travel Guidelines

Approved meeting attendees (1 facilitator, 1 keynote speaker) must book travel through Avenue Travel in order for us to cover these costs.

If your funding application is approved, the National Behavioral Health Network will provide detailed instructions on booking travel.