

## TRANSMITTAL MEMO

**Award:** 1 CPIMP211302-01-00

**Date:** 1/31/2022

**To:** Michelle Browne, Project Officer  
DHHS OASH OMH

**From:** Laura McKieran, Executive Director  
Community Information Now

**Re:** Quarterly Progress Report: Year 01 Quarter 01

**Note:** As required by the Notice of Award, please find following Community Information Now's Quarterly Progress Report for the first quarter of Year 1. Please do not hesitate to contact me if you have questions or concerns.

## Quarterly Progress Report

**Grant #:** 1 CPIMP211302-01-00

**Name of Grant Program:** Assessing Social Determinants of Health Data Through Local Data Intermediaries Project

**Grantee Project Name:** Increasing Community Access to and Use of Social Determinants of Health Data through Local Data Intermediary in Bexar County, Texas

**Grantee Project Director Name:** Laura McKieran

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**Grantee Organization Name:** Community Information Now

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**Year of Grant Cycle:** 01

**Reporting Quarter:** 01

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## **PART I. PROJECT NARRATIVE**

### **1. Progress Narrative**

**Program Purpose/Strategies/Interventions: Describe the strategies/interventions provided during this reporting period.**

#### **A. Project Objectives**

**Indicate if there are any changes; refer to *Appendix A*.**

There have been no changes to the two major objectives in support of that goal: (1) facilitate community stakeholder access to and utilization of integrated community-level SDOH and health data, and (2) increase community stakeholder skill and capacity to use and apply that data to address health disparities among racial and ethnic minority populations.

As per Appendix A in the reporting guidance, the following table summarizes any changes to and Q1 progress on each objective and sub-objective. Greater detail on the progress per sub-objective is provided below the table.

<b>GOAL:</b> Strengthen local efforts to reduce and eliminate health disparities through the use of timely, relevant, quality local SDOH and health data.			
<b>Key Objective as Stated in Application #</b>	<b>Objective per Quarter 1 Progress Report<sup>1</sup></b>	<b>Justification for the Modification</b>	<b>Does the modification(s) affect the logic model or evaluation plan?<sup>2</sup></b>
<b>Objective 1:</b> facilitate community stakeholder access to and utilization of integrated community-level SDOH and health data	No change	-	-
Sub-obj. 1.1: Development and testing of super-neighborhoods	No change	-	-
Sub-obj. 1.2: User-centered design (UCD) of the platform	No change	-	-
Sub-obj. 1.3: SDOH/health dataset acquisition, processing, and integration	No change	-	-
Sub-obj. 1.4: platform development and testing	No change	-	-

<sup>1</sup> If there is no change to the original Objective, recommend inserting “no change” per Objective. If there is a change, recommend highlighting the modification.

<sup>2</sup> If there is no change to the logic model or measures, recommend inserting “no change” per Objective. If there is a change, recommend highlighting the modification in the logic model and evaluation plan. **If there has been a change in the logic model, attach revised logic model.**

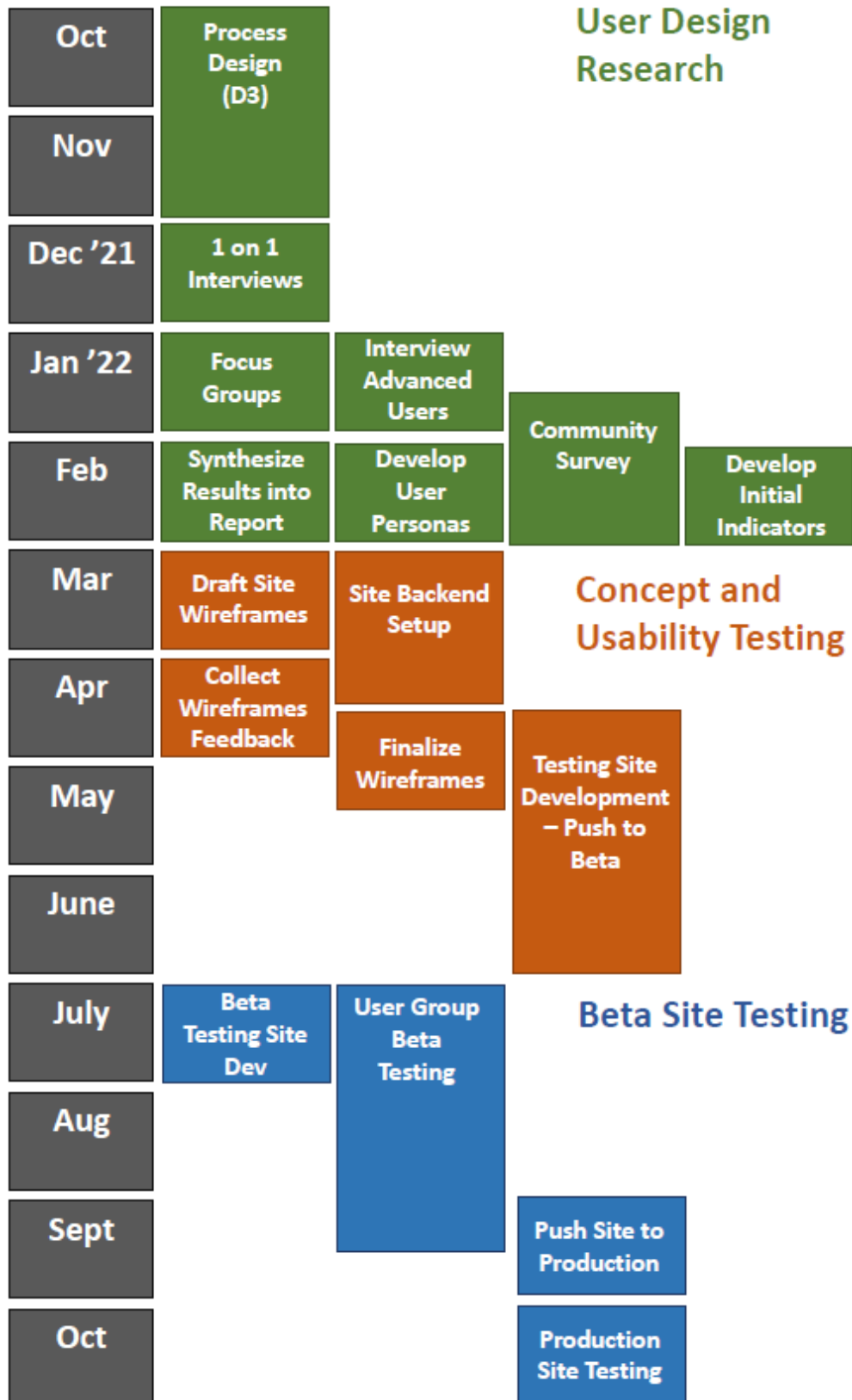
Key Objective as Stated in Application #	Objective per Quarter 1 Progress Report <sup>1</sup>	Justification for the Modification	Does the modification(s) affect the logic model or evaluation plan? <sup>2</sup>
<p><b>ACCOMPLISHMENTS:</b>  <b>Please see narrative below this table for greater detail.</b></p> <ul style="list-style-type: none"> <li>• Researched and tested multiple methods of super-neighborhood development</li> <li>• Developed UCD process, developed and piloted questions, and recruited participants for UCD sessions in Q2</li> <li>• Via UCD pilot interviews, began to gather info on issues/datasets of interest</li> </ul>			
<p><b>Objective 2:</b> increase community stakeholder skill and capacity to use and apply that data to address health disparities among racial and ethnic minority populations</p>	No change	-	-
<p>Sub-obj. 2.1: Outreach to potential data users</p>	No change	-	-
<p>Sub-obj. 2.2: Training and other supports</p>	No change	-	-
<p><b>ACCOMPLISHMENTS:</b>  <b>Please see narrative below this table for greater detail.</b></p> <ul style="list-style-type: none"> <li>• Established several new nonprofit and grassroots contacts via UCD participant recruitment</li> </ul>			

- *Sub-objective 1.1: Develop and test super-neighborhoods.* In the first quarter (Q1) CI:Now staff researched and tested statistical methods of census tract aggregation, including meeting several times with multiple other investigators who have done similar work in the U.S. A recurring method in the literature on spatially aggregating geographies is using Principal Component Analysis (PCA) as way to reduce dimensions (number of variables used). We have run a PCA with demographic variables such as race, income, and education along with a K Means analysis to group like census tracts together based on the number of principal components that explain at least 90% of the original variance in the predictors. [The Spatial 'K'luster Analysis by Tree Edge Removal (SKATER) algorithm is used to keep the clusters spatially contiguous. CI:Now Staff will create a function that will automatically run the PCA, K-means, and SKATER algorithms for different combinations of minimum census tract groupings and number of regions (clusters) and calculate the coefficient of variation (CV) for the African American population for the newly created regions. The goal is to create new regions where the CV for the African American population is .5 or less.]
- *Sub-objective 1.2. User-Centered Design (UCD) of platform, outreach, & training.* As planned, CI:Now and executed a contract with Data Driven Detroit (D3) for technical

consultation on UCD and kicked off the project in October 2021.

- Throughout Q1 CI:Now continued working with D3 to develop the UCD process and timeline (see timeline diagram on following page).
- The major components of that process included: designing and facilitating interviews and focus groups with local stakeholders to gather input on data and data tool needs in the community, consolidating input and developing key user personas to guide in creating site wireframes with the project web developer, site design and development, user testing of the project data tool beta site, and incorporating beta testing feedback for the official data tool launch.
- Four interviews with entry-level and intermediate data users were conducted to inform the question wording and flow of the UCD sessions, scheduled for (and held in) the latter half of January. The session scripts were developed by mid-December.
- UCD session participant recruitment occurred from mid-December through mid-January. Examples of participants include a student college advisor, a nonprofit data manager, community health workers, a health counselor, a community outreach coordinator, a data entry coordinator, the Dean of Advanced Academics at a university prep charter school, and a Director of Constituent Services at the City of San Antonio. CI:Now staff also began developing a community survey to be deployed in February 2022 and held open over time; that survey will be used to collect further information on community data needs and preferences, data user characteristics, and ways data is used.
- *Sub-objective 1.3. Dataset acquisition, processing, and integration.* Some of the questions in the UCD interviews related to datasets and indicators that the interviewees use or would like to have. CI:Now began compiling a list of these datasets and indicators; that list will grow substantially as an output of the January UCD sessions, the advanced user interviews in February, and the ongoing community survey.
- *Sub-objective 1.4. Platform development and testing.* CI:Now published two RFPs in early December, one for web development and one for website graphic design, both with a January 6 due date. In addition to posting the opportunities to its website (<https://cinow.info/rfps/>), CI:Now also announced the opportunities to its newsletter mailing list and sent a number of personalized emails to staff contacts (e.g., in the City of San Antonio Department of Innovation and the San Antonio Area African American Community Fund) requesting that they share the opportunities within their networks.
- *Sub-objective 2.1. Outreach to potential data users.* CI:Now began contacting local community-based organizations to recruit participants for the User-Centered Design work (described in Sub-objective 1. 2), a form of early outreach in itself. As per the workplan, beyond UCD participant recruitment and interviews, no other user outreach work was slated for or conducted in Q1.
- *Sub-objective 2.2. Training and other supports.* As per the workplan, other than including in the UCD session scripts questions related to data use barriers and supports, no work was done on this activity in Q1.

## CI:Now OMH UCD Process Flow



**B. Disparity Impact Statement**

- **Population of Focus: Describe progress on numbers served/trained/reached during this reporting period, disaggregated by race/ethnicity and for the disparate population(s) identified in the Disparity Impact Statement. Refer to *Appendix B*.**

The DIS table below will be empty throughout Year 1, as the platform and data trainings do not launch until the end of Year 1.

**DIS: Participants by Population Type in Grant Year 1, Bexar County, Texas \***

Population Type	%	Q1	Q2	Q3	Q4	FY1 Target
Total numbers to be reached	<b>Locality</b>	0	0	0	0	<b>0</b>
<b>Race/Ethnicity Group</b>						
Black/African American	7.4%	-	-	-	-	-
American Indian/Alaska Native	0.2%	-	-	-	-	-
Asian	3.2%	-	-	-	-	-
White, Non-Hispanic	26.7%	-	-	-	-	-
Hispanic or Latino	59.3%	-	-	-	-	-
Native Hawaiian/Pacific Islander	0.1%	-	-	-	-	-
Some other race	0.4%	-	-	-	-	-
Two or more races	2.7%	-	-	-	-	-
<b>Sex</b>						
Female	50.6%	-	-	-	-	-
Male	49.4%	-	-	-	-	-
<b>User Type</b>						
General (proxy: HS grad/GED or less)	40.9%	-	-	-	-	-
Advanced (proxy: Some college or higher)	59.1%	-	-	-	-	-
Spanish-Preference (proxy: speak Spanish at home and speak English less than “very well”)	11.6%	-	-	-	-	-

\* Note: The data platform and trainings do not launch until the very end of FY1, so there will be no users until FY2.



- Quality Improvement Plan: Describe progress on quality improvement strategies implemented to address disparities related to access, use, and outcomes. Describe status on adherence to the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care.**

The following table summarizes status of adherence to the National CLAS Standards via the strategies set forth in CI:Now's DIS.

Domain and strategy	Status
<b>A. Access to the data</b>	
1. Members of the General User Disparate Population guide platform design, including features and navigation	Q1 was devoted to development of the User-Centered Design (UCD) process and preparation for UCD sessions in Jan. and community survey launching in Feb.
2. Create simpler site “front door” that is mobile-friendly	Not yet due to start
3. Work with community partners on outreach to maximize awareness of the tool, supported by an outreach database	Not yet due to start
4. Demystify the platform and data in general by gathering and promoting stories of data use by non-technical people in community and grassroots settings	Not yet due to start
5. Develop Spanish-language version of the site [specific to Spanish-Preference User Disparate Population]	Not yet due to start
6. Providing training and supports for using the data platform	Not yet due to start
<b>B. Use of the data to decrease health disparities</b>	
1. Develop and deploy data literacy training grounded in common real-world scenarios to help people understand data	Not yet due to start
2. Provide “just in time” training/consultation to either an organization or a collaborative seeking to use data to inform decisions	Not yet due to start

### C. Personnel Matters

**Summarize the status of the project’s staffing situation, including key staff vacancies, efforts to fill these vacancies, and changes in key personnel during the reporting period. If there have been staffing changes, provide the current project organizational chart with titles and names of incumbents, including evaluation specialist(s). Provide resumes for any new key staff (if not previously provided).**

The core staffing through UTHealth that was described in the grant application has been stable throughout Q1 and remains in place with no changes to either staffing mix or individual personnel.

### D. Partners

**Recipients should collaborate with other partners to implement the interventions, including institutions of higher education, local school districts, faith-based groups, community-based organizations, public health entities, and community health centers. Describe the role of each partner for this reporting period. Discuss the activities relative to the project carried out during the reporting period by each partner. Discuss changes, if any, (e.g. change of membership in the partnership, change in roles) that occurred during the reporting period.**

CI:Now submitted the Memorandum of Understanding signed by all five core project partners as part of its 30-day deliverables. This MOU is the same as that submitted as part of the grant application. CI:Now has had early discussions with Dr. Corey Sparks, Associate Professor in the Department of Demography at the University of Texas at San Antonio, to benefit from his experience with statistical spatial analysis in San Antonio.

Drawn from the grant application project narrative, the following table summarizes each core partner’s role in the project. No substantive partner involvement is planned until the user-centered design (UCD) process deploys in January and February, so the nature and extent of partner involvement will be described starting with the Q2 report. (The Health Collaborative and COSA Health did assist in recruitment of UCD participants late in Q1.)

Role	CI:Now	THC	HASA	COSA Health	COSA ITSD
Administer and responsibly steward federal grant funds	•				
Has ultimate responsibility to ensure goals and objectives are achieved	•				
Support a collaborative evaluation process that quantifies progress	•				
Coordinate communication among all core collaborating entities and other community participants	•				
Implement user-centered design process to determine platform requirements and core design elements	•				

Develop, test, deploy, host, and manage data platform	•				
Coordinate and provide training and TA that support the community in using both the platform and the data provided through the platform	•				
Participate in the user-centered design process to maximize the degree to which the needs of both internal and external users are captured in the platform requirements and design	•	•		•	•
Participate in establishing and maintaining data governance policies and procedures to ensure data privacy, integrity, and responsible use	•	•	•	•	•
Provide highly-disaggregated datasets for platform	•	•	•	•	•
Connect CI:Now with existing and potential data users who would benefit from support in using both the platform and the data accessed	•	•	•	•	•

## E. Institutional Review Board (IRB)

### Describe status.

As is protocol at UTHealth, CI:Now core staff’s home institution, the Executive Director/Principal Investigator met by phone with personnel in the Office of Human Research Protections to describe the project and determine what aspects of the overall project require IRB review and approval. With regard to the user-centered design work early in the project, CI:Now was advised that regardless of how the data is collected – focus group, interview, survey, etc. – if the sole purpose and use of the data is to inform the design of the data platform, its content, related trainings, or other product/service, IRB review and approval is not required. Should the data be used instead for research, that would require IRB and approval.

The next project activity that might require IRB review and approval is the handling of any Protected Health Information (PHI) or other personally-identifiable information (PII) as part of the work of processing the datasets to be made available through the platform. Once those datasets are identified, CI:Now will request IRB review and approval for work with any dataset involving PHI/PII.

## F. Evaluation Plan

### Describe the following:

#### 1. Instrumentation, selected and used

None of the approved process or outcome measures in CI:Now’s approved evaluation plan “kick in” until the platform is launched. As CI:Now is still in the platform design phase as per the workplan in the grant application project narrative, no instrumentation has yet been used.

#### 2. Other (specify): (a) Status of evaluation activities; (b) Discuss any current or anticipated problems with evaluation activities; (c) Discuss any changes in your evaluation plan; (d) Promising practices identified.

- **Status, problems, and changes.** As noted above, no process or outcome measures in the approved evaluation plan are yet due to be measured. No problems have been

encountered, nor are any problems anticipated at this time. All planned data collection methods remain as described in the project narrative evaluation plan table (pp. 43-44).

- **Promising practices.** To facilitate transparency and communication with project partners and the general public, CI:Now developed a public-facing webpage (<https://cinow.info/omh-progress/>) to share progress on the project. Once quantitative process and outcome metrics have been measured, those will be communicated through a dashboard on that page. In the meantime, CI:Now has published to that page the monthly progress reports submitted to OMH.

The grant application project narrative and evaluation plan also mention the role of structured project retrospectives as a way of capturing learnings at key points in the project and generating information to improve performance as the project progresses. Borrowed from the field of agile software development, the retrospective systematically generates and tracks staff and partner input on what's working well (and not) and which practices should continue, start, or stop. In Q1 CI:Now developed a tentative schedule of retrospectives based on major milestones in the project timeline. The first retrospective, focusing on the user-centered design process, is scheduled for early March 2022.

## G. Dissemination

**(Related Products, including Presentations, Publications and Materials): Describe and provide copies and/or links of products\* developed, modified, or otherwise used in the planning, administration, and management of the grant during the reporting period. Also, describe any upcoming trainings, abstracts, major activities, etc. \* Note: As products are developed upload them to GrantSolutions as a Grants Note.**

**1) Presentations: Please list all professional presentations about the funded project made during the current quarter, including: (a) Presentation citation, Conference/meeting level (international, national, state, regional, or community/local); (b) Status (submitted, accepted/rejected, or delivered) - If Delivered: Date presented; (c) Total number of attendees. \*Note - Please do not count partner meetings or trainings.**

No professional presentations were made in Q1. The only presentation made outside of a partner meeting was staff's initial project orientation for its Board of Directors in September 2021, immediately after the award notice was received. The Board has also received an informal verbal update at each monthly meeting.

**2) Publications: Please list all peer-reviewed publications that were submitted, in revision, accepted/published, or rejected, including: (a) Publication citation; (b) Date published or to be published; (c) Status for reporting period (submitted, accepted/rejected, published).**

No peer-reviewed publications were submitted, in revision, accepted/published, or rejected in Q1.

**3) Products\*:** Please list all new, targeted educational materials and campaigns including: (a) Webinars; (b) Newsletters; (c) Media campaigns; (d) Print materials, including posters/billboards; (e) Web materials. \* For each new, targeted educational material or campaign, please describe: (a) Title; (b) Target audience; (c) Purpose.

No targeted educational materials or campaigns were deployed in Q1, but several new communications campaigns/vehicles were deployed. The table below summarizes those.

Type	Title	Target Audience	Purpose
Web material	<a href="#">CI:Now wins Office of Minority Health grant</a>	General	Announce award and provide basic information about the project
Web material	<a href="#">OMH Grant Progress Dashboard</a>	Partners & general	Transparently communicate project progress and status over time
Newsletter	<a href="#">Federal Grant to Democratize Data: We need your help to design the platform! (Nov. 2021)</a>	General, data users	Announce grant; recruit user-centered design (UCD) participants
Newsletter	<a href="#">Requests for Proposals Posted (Dec. 2021)</a>	General, diverse vendors	Recruit needed contracted services (web developers and graphic designers)

## H. Successes and Lessons Learned

Please provide information about any additional notable achievements (successes) you have made in the past quarter, if it is not already mentioned previously. Please provide information about any challenges you encountered and/or lessons learned in the past quarter, if it is not already mentioned previously.

- CI:Now is on track with its workplan (as laid out in the grant application) through the end of December.
- One early success has been the positive reaction both from core partners and from community stakeholders learning about the project for the first time.
- CI:Now has formed a good working relationship and effective two-way communication with project officer Dr. Browne.
- Another success that began in Q1 but bore fruit in Q2 (and will be described in the Q2 report) is the user-centered design work: a good number and mix of participants were recruited starting in December and the January 2022 sessions themselves went well.
- Beyond participant recruitment, the communications and new relationships formed with nonprofit organizations not already incorporated into the project will be of continued benefit in beta testing of the platform and in outreach efforts beginning later in 2022.

- Although impossible to know, the project may have played some role in CI:Now's being invited in January 2022 to apply for a CDC Foundation grant opportunity to promote equitable data use by providing guidance on framing and presenting results along with the necessary context for understanding the root causes of the findings; and incorporating an understanding of past harm resulting from misuse of data and need for accountability among data system designers, owners, and users.
- No substantive lessons learned have emerged at this early date.

## I. Technical Assistance

**Please report each key challenge and/or technical assistance need facing your project. Please describe any action taken to resolve this challenge (e.g., outreach to your FPO, attempted collaboration with partners, etc.).**

- As of this writing in January 2022 CI:Now has no substantive technical assistance (TA) needs. An early TA need related to the Disparity Impact Statement (DIS). On October 27 CI:Now's Executive Director and Senior Program Manager met with Dr. Browne and team lead Stacey Williams for technical assistance in translating the DIS core elements and template for use with the local data intermediary model. CI:Now submitted the DIS in October 2021. (In December Dr. Browne requested and received CI:Now's permission to share the DIS with other OMH grantees who might find it helpful.)
- As noted earlier in this report, a key challenge that was anticipated at the time of grant application has been connecting with entry-level data users and people who would likely find data useful but do not have any real knowledge of or interest in it. Later in the project those groups will be one focus of outreach, training, and other supports, but at this early stage of the project, their perspectives were needed for the user-centered design (UCD) work. With effort and partners' help, several of these entry-level individuals were recruited for and participated in the January 2022 UCD sessions, which will be described in the Q2 report.

## J. Sustainability Activities

**Describe the approach or plan for sustaining the project after the period of Federal funding ends. Identify factors that will lead to the project's sustainability. Factors may include: (a) Creating an Action Plan; (b) Securing Community Support; (c) Integrating Programs Into Existing Programs and Services; (d) Creating Strategic Partnerships; (e) Securing Diverse Financial Opportunities; (f) Developing or Revising Policy.**

CI:Now's approach to project sustainability is described in Section 6 (Sustainability) of the grant application project narrative. The workplan included in that project narrative calls for the Sustainability Plan to be developed between March and September 2022, prior to the end of Year 1 of the grant. Thus no activity in this area was scheduled for or conducted during Q1.

**PART II: PROJECT PROGRESS**

**PROGRAM MEASURES - Include measures for each quarter that display the progress of your program. We suggest you use the tables in Appendix C to report your program-specific data collected that supports program outcomes for this quarter and future quarters. Your table should also include baseline and target data. The table can be in Excel or Word format.**

The process and outcome measure tables as suggested in Appendix C appear on the following pages.

<b>PROCESS MEASURES</b>		
<b>Process Measure</b>	<b>Accomplishments</b>	<b>Challenges encountered</b>
1. Percent of target datasets loaded to platform Target: 50% by end of yr. 1; 100% by end of yr. 2 <b>NOT YET DUE</b>	Questions about issues and datasets of interest to users have been built into the user-centered design sessions, interviews, and survey launching in Q2  <b>How will these challenges be resolved? Please provide a brief explanation in narrative form.</b> N/A	None
<b>Process Measure</b>	<b>Accomplishments</b>	<b>Challenges encountered</b>
2. Number of community organizations/entities to which outreach is done Target: 50 by end of year 2; 75 by project end <b>NOT YET DUE</b>	-  <b>How will these challenges be resolved? Please provide a brief explanation in narrative form.</b> -	-
<b>Process Measure</b>	<b>Accomplishments</b>	<b>Challenges encountered</b>
3. Number of training video views and document downloads Target: 50 by end of year 2; 75 by project end <b>NOT YET DUE</b>	-  <b>How will these challenges be resolved? Please provide a brief explanation in narrative form.</b> -	-



Process Measure	Accomplishments	Challenges encountered
4. Number of people trained (virtually or in-person) Target: 50 by end of year 2; 75 by project end <b>NOT YET DUE</b>	-  <b>How will these challenges be resolved? Please provide a brief explanation in narrative form.</b> -	-
<b>Process Measure</b> 5. Lessons learned have been documented Target: in every project retrospective <b>NOT YET DUE</b>	<b>Accomplishments</b> -  <b>How will these challenges be resolved? Please provide a brief explanation in narrative form.</b> -	<b>Challenges encountered</b> -
<b>Process Measure</b> 6. Project findings have been disseminated Target: End of each year <b>NOT YET DUE</b>	<b>Accomplishments</b> -  <b>How will these challenges be resolved? Please provide a brief explanation in narrative form.</b> -	<b>Challenges encountered</b> -

<b>PROGRAM OUTCOMES</b>			
<b>Grantee Program Outcome</b>	<b>Status</b>	<b>Has data been collected?</b>	<b>If yes, please provide information about the data collected during this quarter. Please include information as to how this will be measured and the baseline data that has been collected.</b>
	Anticipated	No	-
1. Number of data platform users Target: 750 in 1 <sup>st</sup> year after launch; then 1,000/yr. <b>NOT YET DUE</b>	<b>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</b>		
-	-		
<b>Grantee Program Outcome</b>	<b>Status</b>	<b>Has data been collected?</b>	<b>If yes, please provide information about the data collected during this quarter. Please include information as to how this will be measured and the baseline data that has been collected.</b>
	Anticipated	No	-
2. Percent of sessions that are for Spanish-language portion of platform Target: 20% <b>NOT YET DUE</b>	<b>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</b>		
-	-		
<b>Grantee Program Outcome</b>	<b>Status</b>	<b>Has data been collected?</b>	<b>If yes, please provide information about the data collected during this quarter. Please include information as to how this will be measured and the baseline data that has been collected.</b>
	Anticipated	No	-
3. Percent of platform visitors reporting the information found was “somewhat useful” or “very useful”	<b>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</b>		

<p>Target: 50% by 1 year after launch; 75% by 2 yrs. <b>NOT YET DUE</b></p>	<p>-</p>		
<p><b>Grantee Program Outcome</b></p> <p>4. Percent of contacts reporting use of platform data to... (see Outcome 2 language) Target: 50% by 1 year after launch; 75% by 2 yrs. <b>NOT YET DUE</b></p>	<p><b>Status</b></p> <p>Anticipated</p>	<p><b>Has data been collected?</b></p> <p>No</p>	<p><b>If yes, please provide information about the data collected during this quarter.</b> Please include information as to how this will be measured and the baseline data that has been collected.</p> <p>-</p>
<p><b>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</b></p> <p>-</p>			
<p><b>Grantee Program Outcome</b></p> <p>5. Number and content of data use stories gathered (intent is to learn more about how data is used and by whom) Target: 10 by 1 year after launch; 30 by project end <b>NOT YET DUE</b></p>	<p><b>Status</b></p> <p>Anticipated</p>	<p><b>Has data been collected?</b></p> <p>No</p>	<p><b>If yes, please provide information about the data collected during this quarter.</b> Please include information as to how this will be measured and the baseline data that has been collected.</p>
<p><b>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</b></p>			

### **PART III: PROJECT MANAGEMENT**

**Part III of the Quarterly Progress Report also emphasizes managerial and other aspects of the project not specifically related to the implementation of grantee evaluation plans or subsequent data analysis, reporting, and dissemination.**

**This includes, but is not limited to, project management changes and challenges, personnel issues, modifications to previously approved project plans or other supplementary information, such as a modified logic model, as appropriate.**

#### **A. Other Management Issues**

**Discuss any current or anticipated problems and include strategies for resolution.**

The project has gone smoothly so far. CI:Now did not experience any management changes or challenges, personnel issues, or modifications to previously approved plans or other information in Q1, and none are anticipated at this time.

#### **B. Other Matters**

**Provide any other programmatic information, materials, questions, or recommendations developed under the grant during the reporting period.**

In October CI:Now set up the project's administrative and fiscal infrastructure, establishing the OMH grant as a financial class to be tracked and reported separately, setting up the project in the ClickUp project management system and Toggl timekeeping application, and becoming familiar with project officer communication and project reporting through the Grant Solutions portal. Month-to-date and year-to-date line-item project expenditures were reported to the board in CI:Now's monthly financial statements.

In November CI:Now set up its Payment Management Systems account and linked its bank account, which to comply with federal requirements was converted by the bank at no cost to an interest-bearing checking account. The first payment requests were made in January 2022. No issues were encountered with any of these systems or processes.

##### **1. If applicable, a short description of COVID-19 related impacts to your project.**

CI:Now has been fortunate that COVID-19 has caused minimal to no impacts to the project. Staff continued working primarily remotely throughout Q1, as they have been since March 2020, and COVID-19 had no impact on staffing levels. UCD session participant recruitment was handled via email and phone, with the January 2022 UCD sessions set up in a virtual format.

#### **C. Logic Model**

**If modified, please attach updated logic model and highlight the changes and strike the deletions. Please refer to Appendix A and the footnote.**

No changes have been made to the logic model.

**D. Systems Level Outcomes**

**In what ways are you expanding access for racial and ethnic minorities or socio-economically disadvantaged individuals? Please include a description of any culturally or linguistically appropriate services that you are implementing.**

Because the project is in such an early stage in Q1, access has not yet been expanded, nor have any services been implemented. CI:Now's approach and plans are described in the DIS and in Sections 1 (Problem Statement) and 2 (Project Plan) of the grant application project narrative.