

TRANSMITTAL MEMO

Award: 5 CPIMP211302-02-00

Date: 1/26/2023

To: Michelle Browne, Project Officer
DHHS OASH OMH

From: Laura McKieran, Executive Director
Community Information Now

Re: Quarterly Progress Report: Year 02 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 2. Please do not hesitate to contact me if you have questions or concerns, and thank you as always for your time and assistance as we pursue project and OMH objectives.

Quarterly Progress Report

Grant #: 5 CPIMP211302-02-00

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

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Year of Grant Cycle: 02

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 Q4 progress on, each objective and sub-objective. Greater detail on the progress per sub-objective is provided below the table.

GOAL: Strengthen local efforts to reduce and eliminate health disparities through the use of timely, relevant, quality local SDOH and health data.			
Key Objective as Stated in Application #	Objective per Y2 Quarter 1 Progress Report¹	Justification for the Modification	Does the modification(s) affect the logic model or evaluation plan?²
Objective 1: 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 (complete)	-	-
Sub-obj. 1.2: User-centered design (UCD) of the platform	No change (complete)	-	-
Sub-obj. 1.3: SDOH/health dataset acquisition, processing, and integration	No change	-	-
Sub-obj. 1.4: platform development and testing	No change	-	-

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

² 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 Y2 Quarter 1 Progress Report ¹	Justification for the Modification	Does the modification(s) affect the logic model or evaluation plan? ²
<p>ACCOMPLISHMENTS: Please see narrative below this table for greater detail.</p> <ul style="list-style-type: none"> • Bexar Data Dive ^{BETA} launched at the end of Y1Q4. A number of fixes and improvements were made in Y2Q1 (see below) • Translated English-language site text to Spanish and loaded text to test site. • Spanish-language site launched 1/25/23 • Continued processing and loading data from initial target indicator list. • Hired a new Research Coordinator to assist with data acquisition, processing, loading, and metadata development (e.g., indicator explanation, year, source, link to source, caveats) 			
Objective 2: increase community stakeholder skill and capacity to use and apply that data to address health disparities among racial and ethnic minority populations	No change	-	-
Sub-obj. 2.1: Outreach to potential data users	No change	-	-
Sub-obj. 2.2: Training and other supports	No change	-	-
<p>ACCOMPLISHMENTS: Please see narrative below this table for greater detail.</p> <ul style="list-style-type: none"> • Hired a new Training Specialist to focus on outreach and training in use of the tool and data. • Developed and published three English-language video tutorials to YouTube. • Built out HubSpot contact management database to support outreach efforts and recruitment for training and any further user-centered design or testing needed. • Began gathering existing data literacy training examples and resources. 			

- ***Sub-objective 1.1: Develop and test super-neighborhoods (Statistical Small Areas or SSAs).*** This objective was completed in Y1Q4 and no further work on this sub-objective is expected to be needed during the grant project period.
- ***Sub-objective 1.2. User-Centered Design (UCD) of platform, outreach, & training.*** This objective was completed in Y1Q3. Depending on new features built into Bexar Data Dive in Y2 using Y1 carryover funds, additional UCD may be conducted.
- ***Sub-objective 1.3. Dataset acquisition, processing, and integration.*** As of the end of Y1Q4 CI:Now had processed and loaded 54% of a list of 104 initial target indicators. Another 12 indicators were processed and loaded in Y2Q1, for a cumulative total of 65%. Additional indicators beyond the initial target list will be selected and added later in Y2 using approved Y1 carryover funds. One major aspect of this sub-objective is ongoing translation of all indicators and related metadata (see “About the Data” section of Bexar Data Dive) to Spanish. All indicators loaded by October were translated along with the original site text, and a tracking system is being set up to ensure that all new indicators, as well as any other site content added over time, is translated and loaded timely.
- ***Sub-objective 1.4. Platform development and testing.*** In Y2Q1 CI:Now re-contracted the Dorothy A. Johnson Center for Philanthropy at Grand Valley State University (GVSU) in Grand Rapids, Michigan, a sister organization in the National Neighborhood Indicators Partnership (NNIP) to continue development of the platform using approved Y1 carryover funds. Minor fixes to both the platform and the data have been identified and corrected over time. The number of new features added will depend on budget and other requested functionalities that may pop up along the way, but below is the list of additional functionality targeted for development in Y2. (New indicators for addition have not been determined and are not included here.)
 1. Admin login for CI:Now to edit content (Text (eng. sp.), indicator mgmt, source mgmt., filters, recent updates)
 2. Feedback link to survey user about platform usefulness
 3. Indicator definition popup
 4. Add Place (City of San Antonio) geography
 5. Aggregate Geographies
 6. Graphic Design overview
 7. Chart MOE lines (bar and trend)
 8. Add compare to trend chart (multiple trend lines)
 9. Dashboard Toggle to view all map, trend, compare at same time
 10. Linking between tools (ex. Tables and downloads links to map, trend)
 11. Improve responsiveness on smaller screens

As noted in Sub-objective 1.3 above, the January 25 launch of the [Spanish-language version of the site](#) Spanish-language version of the site has been a major focus since the English-language version launched, and the site text was translated to Spanish, with that

process led by CI:Now's Project Manager and new bilingual Training Specialist. CI:Now has identified a few other Spanish-language data-related resources for specific purposes or on specific topics (e.g., the [Redistricting Data Hub](#)), to CI:Now's knowledge the Spanish-language version of Data Dive is the only comprehensive or health disparities-focused local Spanish-language data portal in the United States.

- ***Sub-objective 2.1. Outreach to potential data users.*** Outreach in this sub-objective is really intended to mean outreach to help people access and use data to decrease health disparities, and that work could not begin in earnest until the platform was close to being launched. The most significant accomplishment in Y2Q1 was hiring the new bilingual Training Specialist to focus on outreach and training; she started on November 29 and immediately began building out the HubSpot outreach database and assisting with development of the Spanish-language Dive site. The database now includes 122 organizations and 56 individual contacts.

During Y2Q1 CI:Now continued to publish content about the platform via website, newsletter, and social media. Since Y1Q2 CI:Now has been publishing data “mini-stories” (e.g., a map of educational attainment by SSA, or a chart by race/ethnicity, with explanatory text) to Facebook, LinkedIn, Twitter, and Instagram, and now that the platform has launched, those stories are being drawn from Bexar Data Dive as a way of publicizing what content and functionality the platform offers. Between July and December 2022 CI:Now nearly doubled its number of social media fans/followers, from 258 solely on Twitter to 458 across Twitter, Facebook, LinkedIn, and Instagram. During that period CI:Now published 224 posts (up from 11 between January and June 2022), which were seen by 1,023 users over a total of 15,717 impressions. Not all posts focused on OMH project activity, but all that growth was needed to support project-related outreach in Years 2 and 3.

- ***Sub-objective 2.2. Training and other supports.*** In Y1Q2 CI:Now published three English-language video tutorials to its YouTube channel. Now that Spanish-language site has launched, the next priority is for the Training Specialist to develop parallel tutorials in Spanish. Presentations have also begun, with one done on October 7, 2022 and another scheduled for January 27, 2023. Training activity will accelerate as Y2 progresses.

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*.**

DIS: Participants by Population Type in Grant Year 2, Bexar County, Texas

Population Type	%	Q1	Q2	Q3	Q4	FY2 Target
	Locality					
Total numbers to be reached		305	0	0	0	750
Race/Ethnicity Group*						
Black/African American	7.4%	23	-	-	-	56
American Indian/Alaska Native	0.2%	1	-	-	-	2
Asian	3.2%	10	-	-	-	24
White, Non-Hispanic	26.7%	81	-	-	-	200
Hispanic or Latino	59.3%	181	-	-	-	445
Native Hawaiian/Pacific Islander	0.1%	0	-	-	-	1
Some other race	0.4%	1	-	-	-	3
Two or more races	2.7%	8	-	-	-	20
Sex*						
Female	50.6%	154	-	-	-	380
Male	49.4%	151	-	-	-	371
User Type						
General (proxy: HS grad/GED or less)	40.9%	92	-	-	-	307
Advanced (proxy: Some college or higher)	59.1%	107	-	-	-	443
Spanish-Preference (proxy: speak Spanish at home and speak English less than “very well”)	11.6%	**	-	-	-	87

* In Y2Q1 Google Analytics was the only data source available, and Google Analytics does not capture race/ethnicity or sex. Demographics will be collected via other sources later in Y2, but the Q1 numbers shown are estimates based on the Locality percentages applied to the actual total number of users.

** The Spanish-language data platform launches late January 2023, so this measure is not applicable until the Y2Q2 report.

- **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
A. Access to the data	
1. Members of the General User Disparate Population guide platform design, including features and navigation	Info gathered in Y1 was used to develop and test the beta version of the platform, and user preferences are being included in decisions about what functionality to add in Y2.
2. Create simpler site “front door” that is mobile-friendly	Bexar Data Dive was launched by the end of Y1 with the “My Community” feature, a simple “front door” that generates a report of all the data contained in the platform for the geography the user chooses (county, ZIP code, SSA, or census tract).
3. Work with community partners on outreach to maximize awareness of the tool, supported by an outreach database	CI:Now developed plan of outreach strategies and targets/audiences and built out HubSpot dataset. Outreach begins in earnest in Y2Q2.
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]	The Spanish-language version of the platform, which exactly mirrors the English-language version in features and data content, launched January 25
6. Providing training and supports for using the data platform	CI:Now has so far published three English-language video tutorials to YouTube. CI:Now has hired the new bilingual Training Specialist to focus on outreach and training. Her first task now that the Spanish-language platform has launched is to create Spanish-language versions of those tutorials.
B. Use of the data to decrease health disparities	
1. Develop and deploy data literacy training grounded in common real-world scenarios to help people understand data	Not yet due to start

Domain and strategy	Status
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 via UTHealth that was described in the grant application were all retained in Y2Q1. As budgeted for Y2, in Y2Q1 CI:Now hired two new project staff: (1) a new Research Coordinator II to focus on new/additional data acquisition, processing, and loading; and (2) a new Training Specialist II to focus on outreach and training.

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.

No changes were made to the partnership this quarter. Drawn from the grant application project narrative, the table on the following page summarizes each core partner’s role in the project. In Y2Q1 partners helped publicize the launch of Bexar Data Dive, and CI:Now included brief information about the platform at the November public rollout of the Health Collaborative’s 2022 Bexar County Community Health Needs Assessment, which it worked with CI:Now to develop.

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. However, the indicator list for initial platform launch has been developed and no PHI/PII is expected to be involved.

F. Evaluation Plan

Describe the following:

1. Instrumentation, selected and used

CI:Now is using its ClickUp project management platform to monitor progress on percent of targeted indicators loaded and is using Google Analytics to measure Data Dive users and visits for both the English- and Spanish-language versions. HubSpot (contact management database) fields and analytics have been set up to support quantification of outreach and training. A user satisfaction mini-survey will be added to Data Dive as a banner or popup by the end of Y2Q2.

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.** No process or outcome measures in the approved evaluation plan were due to be measured until platform launch, which occurred at the very end of Y1. The evaluation work in Y2Q1 focused on (1) measuring Data Dive users and visits; (2) setting up infrastructure (e.g., HubSpot) to support measurement of other objectives that “kick in” in Y2; and (3) integrating new project-related evaluation activities into CI:Now’s existing performance management and evaluation activities, as per the Sustainability Plan (see Section J of this report). As of this time all planned data collection methods remain as described in the project narrative evaluation plan table (pp. 43-44).
- **Promising practices.** CI:Now is compiling lessons learned over time and maintaining that information in one place to facilitate inclusion of key lessons into the dissemination toolkit. To date that includes relevant text from quarterly reports and the NCCA, along with summaries of notes from project retrospectives held in March and October 2022. CI:Now’s Project Manager has been working separately with the contracted web developer at GVSU to identify any additional lessons learned specific to platform development and joint project management that were not surfaced in the project retrospective; that information will eventually be included in the end-of-project Dissemination Toolkit. CI:Now also updated the online OMH Grant Progress Dashboard to include any evaluation metrics due to be measured as of Y1Q2.

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.

Citation	Level	Status	Delivered	Attendees
Pyne, J.D. (2022, October 7). <i>Bexar Data Dive</i> [presentation]. Alamo Regional Data Alliance Spark! convening, San Antonio, Texas, United States. https://www.eventbrite.com/e/arda-spark-2022-plugin-in-tickets-407628386477	Local	Delivered	10/7/22	~60

Other presentations were scheduled in Y2Q1 for delivery later in Y2 and will be included in the appropriate quarterly report:

- An abstract was proposed and accepted for presentation by Cristina Martinez at the Population Association of America's April 2023 conference.
- CI:Now's new Training Specialist Jeanette Parra is making her first presentation on the project at the January 27, 2023 meeting of the Community Health Advisory Board of the Institute for the Integration of Medicine and Science at UT Health San Antonio (a separate institution from UTHouston, to which CI:Now's core staffing is contracted).

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 Y2Q1.

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.

In addition to the CI:Now-published content below, CI:Now also worked with the UTHealth Houston School of Public Health's communications staff to publicize the [launch of Bexar Data Dive](#). That article was also included in the [ASSPH Friday Letter](#) on December 2.

Type	Title	Target Audience	Purpose
Web content	OMH Grant Progress Dashboard (updated to include metrics)	Partners & general	Transparently communicate project progress and status
Web content	OMH Grant Progress Dashboard	Partners & general	Transparently communicate project progress and status
Web content	It's here! Announcing Bexar Data Dive (beta)	General, community residents	Announce launch of English-language platform
Newsletter (special, Oct)	Data Dive Beta Launch	General, community residents	Announce launch of English-language platform
LinkedIn, Facebook, Twitter, & Instagram	Bexar Data Dive is live!	General, community residents	Announce launch of English-language platform
Web content	GitHub code repository	Communities interested in replicating Bexar Data Dive	Code (programming) to be included in Dissemination Toolkit
Toolkit content	Dissemination: Description of open source tools used to build platform	Communities interested in replicating Bexar Data Dive	Content to be included in Dissemination Toolkit
LinkedIn, Facebook, Twitter, & Instagram	Position postings	General, community residents	Recruit for new project positions
Video	Data Dive Video Tutorials (3)	General, community residents	Video tutorials to support platform use
Newsletter (Nov)	Data Dive Video Tutorials are Here! / Do You Know Your SSA?	General, community residents	Publicize video tutorials and get people interested in the Statistical Small Areas (SSAs)

Type	Title	Target Audience	Purpose
Newsletter (Dec)	New Indicators on Bexar Data Dive / ICYMI: Video Tutorials/ Data Dive en Español – Coming Soon	General, community residents	Announce new indicators added, publicize video tutorials and forthcoming Spanish-language version
LinkedIn, Facebook, Twitter, & Instagram	Highlighted Dive features – 3 posts in Y2Q1. Example: My Community report	General, data users	Raise awareness of Data Dive functionality, drive user traffic to Dive
LinkedIn, Facebook, Twitter, & Instagram	Data mini-stories – 6 posts in Y2Q1. Example: Income segregation	General, data users	Raise awareness of Data Dive content, drive user traffic to Dive
LinkedIn, Facebook, Twitter, & Instagram	What additional features?	General, community residents, data users	Get community/user input into features to add to Data Dive in Y2

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.

Successes

- Bexar Data Dive, the new data platform, soft-launched on time at the end of Year 1, and the hard launch with publicity occurred in Y2Q1 (mid-October.) The response has been positive, and by the end of Y2Q1 the platform had 305 users (Y2 target: 750) over 3,577 visits.
- By the end of Y2Q1 CI:Now had loaded 65% of its initial list of indicators (Y2 target: 100%).
- It was intended that the platform be very easy to use – the simple “front door” described in the grant application – to ensure that data could be accessed by people with lower technical skill or data literacy level. The “My Community” tool is described on the home page as “The easiest way to quickly get information about demographics, housing, education and much more across communities in Bexar County.” Training and other supports are also needed and are in development, but all the data in Bexar Data Dive can be accessed for any geography (e.g., Bexar County, City Council District 2) with *just two clicks*: one on “My Community” and one on the geography of interest.

- CI:Now hired the new Training Specialist II (started November 29) and Research Coordinator II (started January 9, 2023).
- The Grand Valley State University web developer who worked with CI:Now to create Bexar Data Dive agreed to be contracted again in Y2 to develop additional functionality, and that work is well underway.
- Now that the platform has launched and has users, CI:Now has expanded its [OMH Grant Progress Dashboard](#) to include performance/evaluation metrics to be updated quarterly.
- CI:Now spent significant time and effort building its social media presence and newsletter audience, investing in the Hootsuite application that allows CI:Now to schedule and post content across multiple social media platforms at once. Some platforms have to date been much more successful than others, but the following table summarizes audience net growth.

By end of	Facebook	Instagram	LinkedIn	Twitter	Mailchimp
Y1Q3	0	0	0	258	222
Y1Q4	34	8	140	269	225
Y2Q1	36	9	163	273	231

The Hootsuite tool CI:Now uses to publish to social media states that media experts define a “good” post engagement rate³ as being between 1% and 5%. CI:Now’s engagement rate currently stands at 5.5% for Twitter, 7.9% for LinkedIn, 10.3% for Facebook, and 31.9% for Instagram. Newsletter engagement is defined by “open rate” and “click rate”. CI:Now’s average Mailchimp newsletter open rate is 35% (nonprofit industry average 39%) and click rate is 9% (nonprofit industry average 6%).

Lessons learned

- Development of the English-language platform was an organic process, and text was added and changed over a period of months. Once the English-language version was complete, translation of all the text to Spanish would have been easier had CI:Now kept a running list of all text going into the site from the very beginning of platform development. That list is now being maintained.
- CI:Now did not initially build the Census Place geography (cities, towns) into Data Dive, and now needs to do so to accommodate city-level/-specific datasets, e.g., crime data from San Antonio Police Department. That work is now in the web developer’s queue.

³ Hootsuite defines engagement rate as “the proportion of organic clicks, likes, comments, and shares received by your posts, as a percentage of the people who saw them.”

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.).

CI:Now staff participated in a joint grantee meeting in November 2022 and presented Data Dive to the other grantee, Dr. Browne, and a number of other OMH staff. As of this writing in January 2023, CI:Now's only technical assistance (TA) need is to secure formal OMH approval to spend approved Y1 carryover funds currently showing as expired in PMS. Feedback on any aspect of the project is always welcome.

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 developed a Sustainability Plan by the end of Year 1 and no substantive changes were made to that plan in Y2Q1. The table below summarizes the current status of each strategy. If not described in that Current Status column, activity related to that strategy is detailed elsewhere in this report. In addition, CI:Now began working with UTHealth Houston to execute a five-year (2023-2027) contract for continuity of core staffing at the School of Public Health in San Antonio.

Primary Sustainability Strategies for Activities to Sustain (Table 3 in Sustainability Plan)

Activities to sustain	Primary sustainability strategies	Current status (Y2Q1)
1. Platform design, development, testing (Sub-obj. 1.2, 1.4) <ul style="list-style-type: none"> • Hosting • Ongoing dev site testing and monitoring • Identify and fix bugs • Translate any changes to Spanish 	a. Integrate into CI:Now's existing site hosting and monitoring processes	In progress
	b. Secure revenue to support web development (site fixes) and Spanish translation	Pending
2. Data content (Sub-obj. 1.3) <ul style="list-style-type: none"> • Revise code if data formats etc. change • Write code for any new public data • Ad-hoc requests and data processing for non-public data • Backend database updates to incorporate new indicators • Format and load new data 	a. Free up existing staff resources (data processing, project management) by retiring the Viz-a-lyzer, an older data tool that is less powerful than Bexar Data Dive and is currently updated annually	No further updates scheduled; working to add to Data Dive any Viz-a-lyzer functionality (e.g. linked chart and map) not already in Data Dive
	b. Write code during project period that automates data processing and load as much as possible, minimizing time required for data updates	In progress

Activities to sustain	Primary sustainability strategies	Current status (Y2Q1)
	c. Integrate management of data updates into CI:Now's existing project management processes	In progress
3. Outreach & communication (Sub-obj. 2.1) <ul style="list-style-type: none"> • Establish new outreach partnerships • Revise/refresh outreach materials if needed • Conduct ongoing outreach • Communicate widely about new data and features as per Communication Plan 	a. Integrate into CI:Now's existing Communication Plan and communication activities b. Partner with others to integrate communication/outreach into existing local capacity-building initiatives to minimize expenses related to venue space, scheduling, and other logistics c. Secure revenue to support outreach activities and materials	In progress In progress Pending
4. Training and other supports (Sub-obj. 2.2) <ul style="list-style-type: none"> • Update video tutorials if features or navigation change • Review training content after tool releases and annually and revise as needed (Spanish translation as needed) • Conduct trainings 	a. Partner with others to integrate trainings into existing local capacity-building initiatives to minimize expenses related to venue space, scheduling, and other logistics b. Secure revenue to support training activities and materials	Pending Pending
5. Evaluation (no specific sub-obj.) <ul style="list-style-type: none"> • Measure process and outcome objectives, including written and/or video outcome (data use) case studies • Revisit evaluation plan annually to ensure process and outcome indicators are appropriate 	a. Integrate into CI:Now's existing performance management and evaluation activities	Complete for measures that apply so far

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.

A. Process Measures

PROCESS MEASURES		
Process Measure	Accomplishments	Challenges encountered
1. Percent of target datasets loaded to platform Target: 50% by end of yr. 1; 100% by end of yr. 2	Indicators (and thus datasets) were selected in Y1Q3, and 54% (68 of 104) were loaded to platform by the end of Y2Q1. How will these challenges be resolved? Please provide a brief explanation in narrative form. N/A	None
2. Number of community organizations/entities to which outreach is done Target: 50 by end of year 2; 75 by project end	CI:Now built out and populated the HubSpot contact management database, which now contains 122 organizations and 56 individual contacts. This targeted outreach will begin in earnest in February 2023. How will these challenges be resolved? Please provide a brief explanation in narrative form. -	None
3. Number of training video views and document downloads Target: 50 by end of year 2; 75 by project end	CI:Now's three video tutorials have a combined total of 46 views to date. (No training/TA documents for download have yet been developed.) How will these challenges be resolved? Please provide a brief explanation in narrative form. -	None

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	- CI:Now presented to about 60 people in October but no formal trainings have yet been given. How will these challenges be resolved? Please provide a brief explanation in narrative form. - Spanish-language version of platform launched late January 2023	Was pending launch of Spanish-language version of platform
Process Measure	Accomplishments	Challenges encountered
5. Lessons learned have been documented Target: in every project retrospective	Lessons learned are documented in every OMH progress report and every retrospective, the second of which was held October 11, 2022 How will these challenges be resolved? Please provide a brief explanation in narrative form. N/A	None
Process Measure	Accomplishments	Challenges encountered
6. Project findings have been disseminated Target: End of each year	OMH Progress webpage includes all monthly and quarterly reports approved to date, as well as progress on evaluation metrics due to be measured. CI:Now and its web developer have documented the open source tools used in development of the platform, but that information is not yet public. A GitHub repository has been created; this repository is where platform code will be available to any community for download/use How will these challenges be resolved? Please provide a brief explanation in narrative form. N/A	None

C. Program Outcomes

PROGRAM OUTCOMES			
Grantee Program Outcome	Status	Has data been collected?	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.
1. Number of data platform users Target: 750 in 1 st year after launch; then 1,000/yr.	In progress	Yes	Per Google Analytics, 305 users as of the end of Y2Q1
Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.			
The platform soft-launched 9/29/22 and is getting steady traffic. On track to meet or exceed goal.			
Grantee Program Outcome	Status	Has data been collected?	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.
2. Percent of sessions that are for Spanish-language portion of platform Target: 20%	Anticipated	No	-
Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.			
- The Spanish-language site launched late January and Google Analytics is set up to capture data for this measure.			
Grantee Program Outcome	Status	Has data been collected?	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.
3. Percent of platform visitors reporting the information found	Anticipated	No	-

<p>was “somewhat useful” or “very useful” Target: 50% by 1 year after launch; 75% by 2 yrs.</p>	<p>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</p> <p>- The brief user survey to capture this data will be embedded in the platform as a pop-up or banner by end of Y2Q1</p>		
<p>Grantee Program Outcome 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.</p>	<p>Status Anticipated</p>	<p>Has data been collected? No</p>	<p>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. -</p>
<p>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</p> <p>- No work has yet been done on this measure</p>			
<p>Grantee Program Outcome 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</p>	<p>Status Anticipated</p>	<p>Has data been collected? No</p>	<p>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. CI:Now has begun collecting data use stories for other tools and projects to build experience and expertise in that work.</p>
<p>Please provide a brief narrative that demonstrates the status of the project as it relates to this program outcome.</p> <p>- No work has yet been done on this measure</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.

CI:Now has identified no current or anticipated problems.

B. Other Matters

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

CI:Now continues to manage the project in its ClickUp platform and log time spent on project activities in the Toggl timekeeping application. Month- and year-to-date project expenditures are tracked and reported to the Board of Directors monthly in the Supplemental Statement of Functional Expenses, part of the routine monthly financial reporting package.

CI:Now is making reimbursement requests through PMS without issue.

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. In Y2Q1 staff worked in the office two days of the week (of their choosing), with the rest of work being remote as it had been since March 2020. COVID-19 had no impact on staffing levels or recruitment activity in Y2Q1. Expected salary has increased, but CI:Now budgeted for that increase in its NCCA.

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.

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. As of Y2 Q1, the major ways

CI:Now has expanded access for racial and ethnic minorities or socio-economically disadvantaged individuals are:

- Launch of the English-language beta version of Bexar Data Dive, which as of the end of Y2Q1 included multiple years of data for 68 indicators disaggregated (as allowed by source data) by race/ethnicity, sex, age group, and geography. Supported geographies include county, San Antonio City Council District, ZIP Code Tabulation Area (ZCTA), Statistical Small Area (SSA), and Census Tract. The data is visualized through a map, comparison bar chart, and trend line chart.
- It was intended that the platform be very easy to use to ensure that data could be accessed by people with lower technical skill or data literacy level. Training and other supports are also needed and are in development, but all the data in Bexar Data Dive can be accessed for any geography (e.g., Bexar County, City Council District 2) with *just two clicks*: one on “My Community” and one on the geography of interest.
- The Spanish-language version of the site is another core strategy to broaden access racial and ethnic minorities or socio-economically disadvantaged individuals. It was a major focus of work this past quarter and launched in late January 2023.