

Grant Award 1 CPIMP211302-01-00
New OASH Grantee Monthly Progress Report



TRANSMITTAL MEMO

Award: 1 CPIMP211302-01-00

Date: 1/5/2022

To: Michelle Browne, Project Officer
DHHS OASH OMH

From: Laura McKieran, Executive Director
Community Information Now

Re: New OASH grantee monthly progress report

Note: As required by the Notice of Award, please find following Community Information Now's monthly progress report for December 2021. Please do not hesitate to contact me if you have questions or need additional information.

Monthly Progress Report

December 2021

- Grant #: 1 CPIMP211302-01-00

- Grantee Name: Community Information Now

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

- Project Period: 9/30/2021 - 9/29/2024

- Project Director: Laura McKieran

- Date of Submittal: 1/5/2022

1. Progress Narrative

The goal of this project is to strengthen local efforts to reduce and eliminate health disparities through the use of timely, relevant, quality local SDOH and health data. The two major objectives in support of that goal are to (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.

2. Program Progress

The table below summarizes progress to date on each of the OMH expectations outlined in the NOFO. Excepting the DIS, additional details for those expectations where progress was made in November are below in the Expected Results section of this report.

OMH Expectation	Progress to Date
A. Develop and implement disparity impact statement	Developed with OMH technical assistance and submitted on November 1 due date
B. Build upon existing local data infrastructure	On track with workplan
C. Advise, assist and train community stakeholders	On track with workplan
D. Implement a process and outcomes evaluation	On track with workplan
E. Document and disseminate project findings	Not started and not yet due
F. Develop and begin implementation of sustainability plan	Not started and not yet due

CI:Now did not meet with OMH team members in December. The next scheduled meeting is a joint grantee meeting in January.

3. Expected Results

Below is a brief summary of progress this month on combined OMH expectations B and C above, organized by relevant major activity as described in CI:Now's grant application. Please see **Section 4. Evaluation** below for more information about progress on expectation D.

- *Activity 1: Develop and test super-neighborhoods.* CI:Now staff continued researching and testing statistical methods of census tract aggregation. The super-neighborhood boundaries intended for public input will be drafted by the end of January 2022.
- *Activity 2. User-Centered Design (UCD) of platform, outreach, & training.* CI:Now continued working with D3 to develop the UCD process. Five interviews with entry-level and intermediate data users were conducted to inform the question wording and flow of the UCD sessions in mid- to late January. The session scripts have been developed and UCD session participant recruitment began in mid-December.
- *Activity 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 UCD sessions themselves.

- *Activity 4. Platform development and testing.* CI:Now published two RFPs in early December, one for web development and one for website graphic design. 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.
- *Activity 5. Outreach to potential data users.* CI:Now began contacting local community-based organizations to recruit participants for the User-Centered Design work (described in Activity 2), a form of early outreach in itself. As per the workplan, beyond UCD participant recruitment and interviews, no other user outreach work was conducted in December.
- *Activity 6. Training and other supports.* As per the workplan, no work was done on this activity in December.

4. Evaluation

As noted in the November report CI:Now created a public-facing webpage to communicate evaluation progress: <https://cinow.info/omh-progress/>. CI:Now is tracking all measures as per the evaluation plan, but few measures are due to be tracked at this very early point in project development. As an interim means of communicating progress CI:Now has published its monthly progress reports for October and November 2021 and will publish the December 2021 report once submitted and approved by the project officer.

5. Presentation and Publication of Materials

Other than the RFP- and evaluation-related public communications described earlier, CI:Now made no presentations nor published any materials in December.

6. Project Administration and Management

- *Staffing.* The core staffing through UTHealth that was described in the grant application is stable and remains in place with no changes to either staffing mix or individual personnel.
- *Partnerships.* No changes to partnerships occurred in December.
- *Other issues.* In December CI:Now continued managing the project using its ClickUp project management platform and Toggl timekeeping application, and continued monthly reporting through Grant Solutions. Month-to-date and year-to-date line-item project expenditures were reported to the board in CI:Now's monthly financial statements. No issues were encountered.

7. Successes and Lessons Learned

CI:Now is on track with its workplan (as laid out in the grant application) through the end of December. No substantive lessons learned have emerged at this early date.