

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



TRANSMITTAL MEMO

Award: 1 CPIMP211302-01-00

Date: 3/4/2022

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 February 2022. Because the reports due in early February were all for the first quarter ending December 31, January 2022 activity has also been summarized in this report. Please do not hesitate to contact me if you have questions or need additional information.

Monthly Progress Report

January/February 2022

- 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: 3/4/2022

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

As it was quarterly reports rather than a monthly report that were due in early February, this monthly report covers January and February, the first two months of Year 1 Quarter 2. 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 January and February 2022 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 met with OMH team members twice in January, once for a joint grantee meeting and once for technical assistance on the newly-released quarterly report template. The next scheduled meeting is a joint grantee meeting in mid-March.

In January and early February CI:Now submitted several reports: the quarterly Federal Cash Transaction Report (FCTR) and Federal Financial Report (FFR), quarterly narrative report, and quarterly Excel Performance Data Report (PDR). As of early March all reports have been approved by OMH.

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, 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). Staff ran 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.¹

By the end of February CI:Now developed four separate models where census tracts are grouped into 75 super-neighborhoods statistically clustered on different key criteria: *poverty*, *housing*, *transportation*, and *general*, which incorporates all three of the other key criteria. These four models will be shared with project partners and others strongly familiar with Bexar County neighborhoods, such as the state demographer based in San Antonio and planning staff at the City of San Antonio, to gather their input on which of the four should be moved forward for public input on the boundaries. This process is occurring concomitant with the City of San Antonio's City Council District redistricting process, and over the next week CI:Now will add the option to display the current and proposed City Council District boundaries in the map. OMH team members are asked not to share the map outside the OMH team, but the map can presently be viewed at <https://sphsarc.maps.arcgis.com/apps/webappviewer/index.html?id=ae36bd61dd234b4c917261ab98f16e75>. Once the boundary set/model is chosen, those boundaries will replace the neighborhood association boundaries currently displayed in the tool CI:Now has created to gather public input on the boundaries:

<https://sphsarc.maps.arcgis.com/apps/opsdashboard/index.html#/1f6db8a222a5409da696844335807077>. The boundaries chosen will accommodate changes between 2010 and 2020 census tract boundaries, since some datasets will be based on one and some on the other, so that super-neighborhoods are consistent across both sets decennial Census tracts.

- *Activity 2. User-Centered Design (UCD) of platform, outreach, & training.* Building on Q1 work, UCD session participant recruitment continued 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. So far the UCD process has involved planning/pilot interviews with five entry-level and intermediate data users, four focus groups involving a total of 15 entry-level and intermediate data users, and two interviews with advanced users. The script or guide used for the entry-level focus groups is attached to this narrative; the similar but not identical intermediate script is available on request. The information gathered through the UCD process so far is being used to generate “user stories” – statements of desired platform functionality phrased as “As a [user type] I want [some feature/function] so that [some reason]” – for the platform developer’s use, as well as to inform the list and prioritization of datasets to include in the platform.

CI:Now staff also began developing a community survey that is in the pilot testing phase now and will be deployed by mid-March. To be held open throughout the project period, that survey will be

¹ The Spatial 'K'luster Analysis by Tree Edge Removal (SKATER) algorithm is used to keep the clusters spatially contiguous. CI:Now staff created a function to 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 0.5 or less, because although it is the third-largest race/ethnicity group in the county, at just over 7% of total population the African American population is the one for which super-neighborhoods should make the biggest improvement in margin of error and resulting usefulness of small-area estimates.

used to collect further information on community data needs and preferences, data user characteristics, and ways data is used. A copy of the current draft of that survey, which is intentionally quite brief, is attached to this narrative.

- *Activity 3. Dataset acquisition, processing, and integration.* Some of the questions in the UCD interviews and focus groups 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 likely grow as community survey responses come in.
- *Activity 4. Platform development and testing.* In early December CI:Now published an RFP for web development via its website and newsletter. Staff also pushed it out to organizational contacts and asked board and staff to circulate it within their networks. When only one proposal was received by an initial deadline of January 6, 2022, CI:Now extended the deadline to January 25 and published the RFP link to the NNIP partners google group to identify qualified vendors not located in the San Antonio area.

The two proposals received were from ITG in San Antonio and the Dorothy A. Johnson Center for Philanthropy (JCP) at Grand Valley State University in Grand Rapids, Michigan. Both proposals exceeded CI:Now's OMH web development budget of \$38,640, of which \$34,500 was for development and testing in Grant Year 1 and \$4,140 for fixes and improvements in Grant Year 2. A formal comparison of those proposals against key criteria was developed to inform the decision. Although CI:Now stated a preference to hire locally, both the objective proposal merits and the demonstrated track record of JCP greatly exceeded those of ITG. JCP appears both able to meet requirements and willing and to manage to CI:Now's budget through an Agile software development approach that allows for features and functionality – the user story approach mentioned above – to be continually identified and ranked/prioritized for inclusion in the scope.

CI:Now's Financial Policies and Procedures on procurement require board review and approval of contracts valued at \$25,000 or higher that create a financial obligation for CI:Now. A staff recommendation to contract with JCP was made to, and after discussion unanimously approved by, CI:Now's Board of Directors at its February 25, 2022 meeting. CI:Now-requested revisions are being made by JCP/GVSU and the contract is expected to be executed by mid-March. Below is an excerpt from the draft contract summarizing key deliverables and the projected timeline for each.

ACTIVITY	RESPONSIBLE PARTY	DELIVERABLE	TIMELINE
Wireframe creation	Johnson Center	Platform wireframes	April 2022
Platform development	Johnson Center	Platform beta version	May – July 2022
Beta launch and testing	Johnson Center and CI:Now	Platform release version	August – September 2022
Client training	Johnson Center	Platform documentation and training	September 2022
Platform launch	Johnson Center	Platform launched for general public	September 2022
Platform support	Johnson Center	Ongoing platform support	October 2022 – March 2023

- *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. That work continued through January.

After researching a number of options, CI:Now has tentatively selected the free version of HubSpot as an outreach management database. Much like any customer relations management solution, CI:Now will use the database to capture contact information and nature of contacts with any individuals with whom CI:Now interacts on this project. For example, the database can be queried to identify UCD participants who volunteered to help with site beta testing later in 2022, or community survey respondents who prefer in-person rather than virtual training and thus should get targeted outreach about upcoming in-person training opportunities. As per the workplan, no other user outreach work is yet due.

- *Activity 6. Training and other supports.* As per the workplan, no work was done on this activity in January or February.

4. Evaluation

As noted in the November report CI:Now created a public-facing webpage to communication 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 once approved by OMH.

In a related vein, part of the work to complete the quarterly Excel PDR included developing a crosswalk to translate the cross-program/initiative PDR categories (e.g., individual care, group education) to this project's specific activities. Some of those PDR measures tie very directly to CI:Now's evaluation plan. Although reported only quarterly, all PDR measures are tracked monthly.

Finally, as described in the grant application, CI:Now is holding a series of project retrospectives through the course of the project to help CI:Now staff and project partners identify needed mid-course corrections and lessons learned. A tool borrowed from the Agile software development approach, retrospective participants will review the tasks completed in the phase and talk about:

- What tasks went well?
- What tasks did not go well?
- What adjustments should we make for the upcoming phases?

The first retrospective session, which will be held via Zoom, is scheduled for Friday, March 11. At least one representative from all core project partners will be in attendance.

5. Presentation and Publication of Materials

CI:Now made no presentations nor published any materials in January or February.

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 January or February.
- *Other issues.* 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. Since January 1 CI:Now has made both reimbursement and advance payment requests through PMS without issue.

7. Successes and Lessons Learned

- CI:Now is on track with its workplan, although selection of datasets for inclusion in the platform was rescheduled to March/April to allow those decisions to be informed by the UCD focus groups, interviews, and community survey.
- One early success has been the positive reaction both from core partners and from community stakeholders learning about the project for the first time. Even UCD interview and focus group participants that CI:Now feared might be bored by the specifics of data access and use were instead enthusiastic about the project and its promise.
- 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 January and February 2022 (early Q2) 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. CI:Now was notified in early March that the grant was awarded.
- No substantive lessons learned have emerged at this early date. A few will likely emerge during the March 11 project retrospective.

CI:Now Data Use Interview

Beginners

Location: _____

Date: _____

Facilitator: _____

Note taker(s)/Recorder(s): _____

Participant: _____

[Make other facilitator a co-host]

[To get the transcribed closed captions: 1) Make sure on Zoom.us>settings>meeting that the options “closed captions” and “save captions” are enabled. 2) During the meeting, enable “live transcription” and disable “live captions” so that you don’t see the subtitles at the bottom of the screen. 3) Make sure you record to cloud. Once the meeting is over, the transcribed captions will be sent to the Zoom cloud.]

Introduction:

Hello, and thank you for speaking with us today. I am _____. I will be facilitating today’s interview. This is _____ (*facilitator introduces themselves*). They will be taking notes.

Before we begin, if we have any connection issues, we can reconnect through email. (*provide email information if they don’t already have it*). Also, if you would like turn on or off subtitle settings, you can do so at the bottom of the screen by clicking Live Transcript.

To start I would like to tell you about CI:Now and the Office of Minority Health project. CiNow is a Nonprofit organization housed at UT Health Science Center Houston School of Public Health in San Antonio. We help the community by opening up access to information that helps assess community conditions, we help people better understand data and how to use it, and help to define results of that information.

The OMH project is to create an accessible online tool that will strengthen local efforts to reduce health disparities through use of local data. This will allow the San Antonio community to have greater capacity to use information to make changes in our community to address health disparities among racial and ethnic minority populations.

The purpose of this interview is to examine if and how you use data. We specifically would like to know how data can help you in your work and what we can do to make data more accessible to you. Findings from this interview will help build a tool that people, like you, can use to find data, and if you would like to track our progress with making this tool, you can view our monthly updates on cinow.info or email us.

Today’s interview will last about thirty minutes to an hour. During the conversation, we want to get your reaction to some questions about your experience with data. We’re here to listen and learn.

Do you have any questions about the information shared so far?

If it's okay with you, we will start recording the session so that we have the audio transcript. This will only be used internally.

[Start recording session, make sure to click "Record to Cloud" to get the transcription]

Note: Add question to Zoom in the chat as they're being asked.

Okay, let's begin.

1. What community or organization do you represent?
2. What is your role in the community or in your organization?
3. What problem(s)/issue(s) are you, your community, or your organization trying to solve?
 - a. What kind of questions do you try to answer?
 - b. How do you usually find information?
 - c. Do you have a preferred way of finding this information?
 - d. What information would be useful to help work towards solutions and goals?
4. If there was one website you could visit to get the information (data) you need, what would that website look like for you and what information (data) would it have?

Transition: Thank you for your responses to those questions. We're going to shift now and talk a little bit about data

5. What is data to you? (*Explore familiarity with data, more of a conversation*)
 - a. Are there questions about your work that you think data can help answer?
 - b. What kinds of data sources are you aware of?

Can use questions at end to probe more if appropriate for the interviewee

6. Do you use data in your work? If so, how? *Depending on their response, you can probe to see what kind of software or tools they use*
 - a. What data sources do you use? (Example: Census, etc).

7. In what ways would you like to become more familiar with data and how to use it to help you, your community, or your organization move towards finding solutions to the problems you're trying to solve?

8. What format works best for you to learn a new tool?
 - a. Videos, in-person trainings, manuals?

9. Lastly, would you be available for questions or user testing in January, February, April, or July of next year?
 - a. How much advance notice would you like before a session?

That was the last question. Thank you very much for your input today. Are there any last comments that anyone would like to make?

[Stop recording. The audio transcript should get sent to your Zoom Cloud Recordings online]

Extra Probing Questions if needed.

What technology are you most familiar with?

How do you use data in your daily work?

What datasets do you commonly use?

What information do you want from the data?

What difficulties do you encounter when using data?

What data do you hope to have for current or future work, like your dream dataset?



Contact

Hello, and thank you for proceeding with our survey.

Community Information Now (CI:Now) is a nonprofit organization housed at UT Health Science Center Houston School of Public Health in San Antonio. We help the community by opening up access to information and data that help assess community conditions.

The purpose of this survey is to examine if and how you use data. Findings from this survey will help build a tool that people, like you, can use to find data. If you would like to track our progress with making this tool, you can view our monthly updates on cinow.info.

We are only using this information to help us understand community needs and build an online data tool. Your answers will not be shared with third parties.

Please type in your name

Please type in your email

What organization do you work for or represent?

What is your role in your organization?

Demographics

Race/Ethnicity (Select all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- Two or More Races
- White
- Other

Age

Highest level of education

- Less Than High School
- High School
- Some College
- Associate's Degree
- Bachelor's Degree
- Graduate Degree

Familiarity with Data

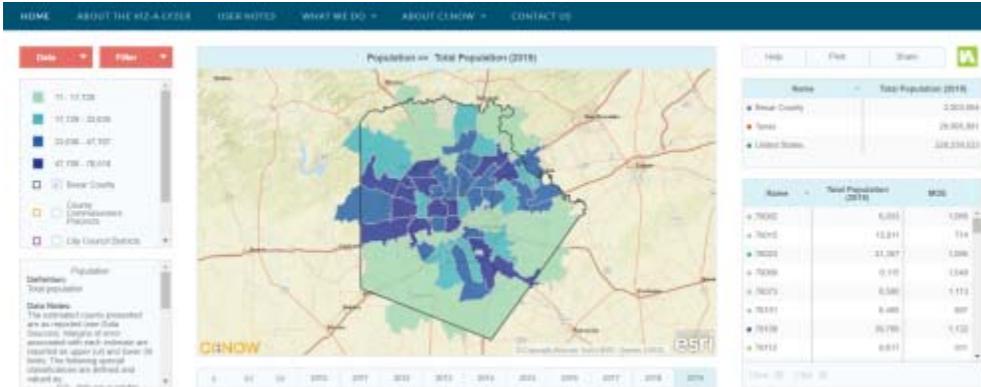
Did you know about Community Information Now before we contacted you?

- Yes
- No
- Other (please specify)

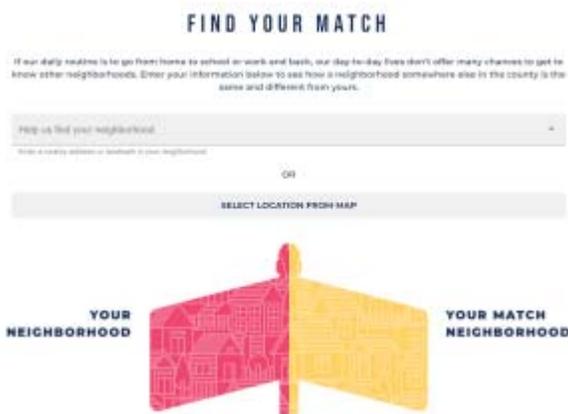
Choose the response that you most closely identify with:

Which, if any, of CI:Now's data tools have you used?

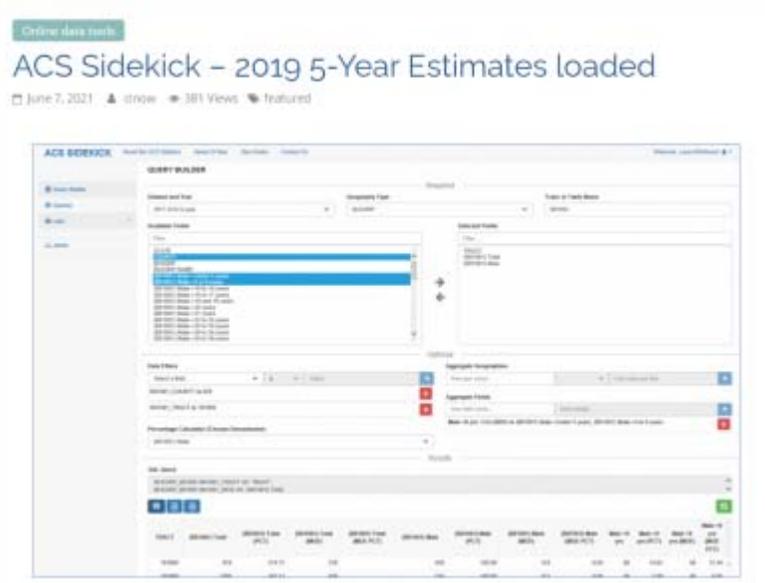
- None
- Viz-a-lyzer. <https://viz.cinow.info/>



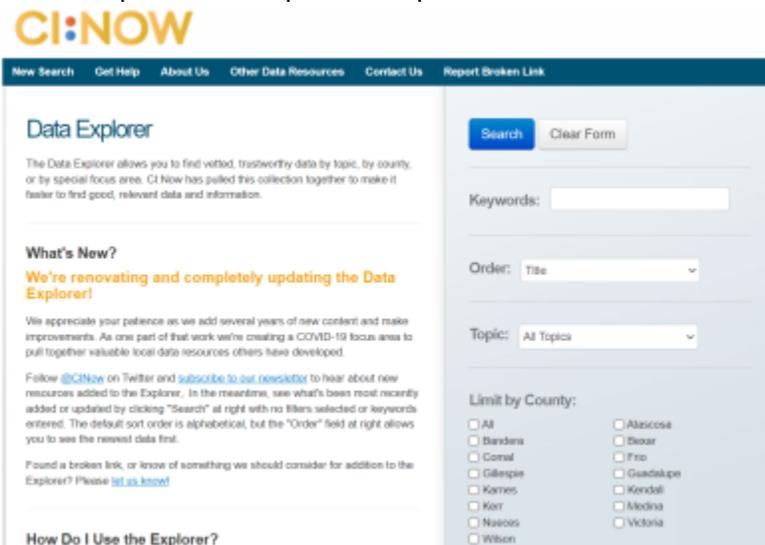
- Somos Neighbors. <https://somosneighbors.com/>



- ACS Sidekick. <https://sidekick.cinow.info/login>



- Data Explorer. <https://explorer.cinow.info/>



- Covid Scatterplot. <https://cinow.info/covid-zip/>

Data Tool Preferences

What indicators/variables would you like to see in a data tool? (Select all that apply)

- Basic Demographics (Race/Ethnicity, Age, Sex, Population Counts, Etc.)
- Income
- Food Insecurity/Food Deserts
- Transportation
- Housing/Food/Social Assistance
- Crime Rates
- Voter Registration and Turnout
- Births/Prenatal Care/Birthweight
- Educational Attainment
- Child Abuse Prevalence
- Sexual Assault Prevalence
- Uninsured Rates
- Poverty Rates
- Qualified for Chip/Medicaid
- Cancer Incidence Rates
- Covid-19 Prevalence
- Covid-19 Vaccination Rates
- Disease Prevalence
- Other (please specify)

What data sources would you like included in the tool?
(Select all that apply)

- Census/American Community Survey
- U.S. Bureau of Labor Statistics
- Feeding Texas
- Local Area Unemployment Statistics (LAUS)
- Community Health Needs Assessment (CHNA)
- Behavioral Risk Factor Surveillance System (BRFSS)
- Texas Health and Human Services
- CDC Wonder
- Every Texan
- San Antonio Metro Health
- County Health Rankings
- Other (please specify)

What levels of geography would you like included in a data tool? (Select all that apply)

- National
- State
- County
- City
- Metropolitan Statistical Area (MSA)
- Zip Code
- Census Tract
- Neighborhood
- City Council District
- County Precinct
- School District
- Other (please specify)

What visualizations would you like included in a data tool? (Select all that apply)

- Maps
- Data Tables
- Trend Line Graphs
- Comparison Bar Charts (Geography)
- Comparison Bar Charts (Race/Ethnicity)
- Comparison Bar Charts (Age)
- Other (please specify)

What sort of training would you like for this data tool?
(Select all that apply)

- None
- Live Workshops
- Virtual Workshops
- Video Tutorials
- Written Manuals/Instructions
- Other (please specify)

Data Access

What do you use data for? (Select all that apply)

- Grant Writing
- Grant Making
- Program Planning
- Program Evaluation
- Measuring Progress and/or Program Impact
- Strategic Planning
- Budgeting
- Community Assessments
- Stakeholder Communication
- Policy Decisions
- Other (please specify)

On a scale of 1 to 5, where 1 is "not at all" and 5 is "a great deal", how much do you trust the data you have access to?

How do you usually get updates about data? (Select all that apply)

Email/Newsletter

Social Media

Print

Other (please specify)

Block 5

Thank you for taking our survey! For data resources or to keep up with our progress creating this data tool, visit us at cinow.info. To sign up for our newsletter, visit <https://cinow.info/contact/>

Is there anything else you would like to add about the online data tool we're building?