

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



TRANSMITTAL MEMO

Award: 1 CPIMP211302-01-00

Date: 11/22/2021

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 October 2021. Please do not hesitate to contact me if you have questions or need additional information.

Monthly Progress Report

October 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: 11/22/2021

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.

In October CI:Now identified a need to confirm with UHealth's Committee for the Protection of Human Subjects that as design work, the User-Centered Design (UCD) sessions do not require IRB review. CI:Now will seek this answer in November once UCD session participant types, questions to explore, and format have been determined through the technical consultation contracted from Data Driven Detroit.

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 October 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

All CI:Now staff attended the initial meeting with Dr. Michelle Browne, OMH project officer, on October 8. 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 Disparity Impact Statement core elements and template for use with the local data intermediary model. Those two staff also attended *OMH New Awardee Welcome and Grants Orientation* (October 12) and the *OMH New Awardee Programmatic Orientation and DIS Technical Assistance* (October 21). CI:Now submitted its standard 30-day deliverables as stated in the NOA: the signed Memorandum of Understanding, the Disparity Impact Statement, and the Response to Grant Weaknesses.

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 began researching to find other investigators who have done similar work, as well as data people in other communities using super-neighborhoods to get their lessons learned.

- *Activity 2. User-Centered Design (UCD) of platform, outreach, & training.* CI:Now and D3 executed the contract for technical consultation on UCD and kicked off the project. CI:Now tentatively identified several user types/levels and personas.
- *Activity 3. Dataset acquisition, processing, and integration.* CI:Now began building dataset prioritization into the UCD process, and looking at other examples in the field for examples of how a large amount of data can be made available without being overwhelming.

4. Evaluation

The evaluation plan was finalized in October without substantive changes, and timeline due dates (e.g., Year 1 Month 4) were translated into calendar dates. Recurring evaluation tasks for Year 1 were built into the ClickUp project management system. An evaluation dashboard template was developed for use on public-facing CI:Now webpage.

5. Presentation and Publication of Materials

CI:Now presented the project to the Board of Directors at its September 24 meeting. An OMH grant update is a standing monthly agenda item and the board received its first update October 22. CI:Now also began developing communications materials for use with the media and prospective partners.

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.* 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 begun discussions with other potential collaborators on early project phases to include User Centered Design and development of super-neighborhoods. 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. In early October CI:Now executed the budgeted contract with Data Driven Detroit for technical consultation on user-centered design. The project kickoff session was held October 14.
- *Other issues.* In October CI:Now also 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. 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 October. One early success is the positive reaction both from core partners and from community stakeholders learning about the project for the first time. No substantive challenges or lessons learned have emerged at this early date.