

Maine DHHS Community Care & Vaccine Equity

Example of a Program Report (2022)

This example agency has Community Care and Vaccine funding. The example agency is reporting on January, February, and March 2022 in one report (just like you will). The yellow arrows are explanations for how the staff member who is making the report (Caroline) is deciding what numbers to use. (You will not have yellow arrows on your reports, and you don't need to give explanations for the numbers! This is just for the example.)

Send questions to: CDC-OPHE-Support@maine.gov

Introductory Administrative Questions

Please complete the following information.

1. Organization/Agency Name *

Example Agency

2. Name of person submitting this report *

Caroline Fernandes

3. Email address of person submitting this report. *

caroline.fernandes@maine.gov

4. Staff title of person submitting this report. *

Program Manager (Example)

5. Report Month *

What month(s) are you submitting this report for? (Please select all that apply - i.e. if you are submitting information for January, February & March, select all)

January - March 2022

6. Subcontractors *

List of subcontractors included in this report (if none, enter 'None').

None

7. Contracts *

Which contract(s) are you submitting this report for? (If you have contracts for both Community Care and Vaccine, please select 'Both' below and you will only need to submit this one form.)

Both Community Care AND Vaccine

Outreach & Education Activities (C)

Instructions: Please provide the approximate number of community members to whom you provided information about testing, isolation, quarantine, vaccination, and/or COVID-19 education during the reporting period (either in-person, virtually, or through events).

- If you did not provide education/outreach with any community members in the reporting month(s), please enter '0' for each item.
- If you provided education/outreach about both community care and vaccine topics, you should duplicate the counts for those questions.
- Note: The (C) you see following each question is for CDC coding purposes only. It is not significant for your response.

7. Number of Educational Events (C) *

Number of educational events about COVID-19

We had a table outside the community center doing education and offering testing, 1 time each month in Jan, Feb, and March. Since we were doing education, we are counting these 3 events here. (We will also count them for testing events in the next section.)

8. Describe Educational Materials (C) *

Please tell us about educational materials developed and/or translated including documents, flyers, videos, social media posts, etc. How were they distributed? (Note: topic may be vaccine, testing and/or general COVID-19 prevention).

In January, we were very busy with referrals and we didn't make any new materials. In February and March, we worked on information graphics and flyers for the pediatric vaccine and second booster shots. We made 1 flyer for each, and did 4 translations of each one - French, Arabic, Portuguese, and Somali. The flyers got posted around town in high traffic areas - like grocery stores, community centers, and other businesses. We also gave them to the local doctors offices. We've also been focusing on messaging around "where to go from here" as the cases wind down. We have made Facebook and instagram posts about masking, testing with home kits, updates on vaccines. We have 1,400 followers in our facebook group, and 750 on instagram. We estimate that those posts reached around 800 people. We have also been circulating the same messages on WhatsApp groups.

9. Number of People Provided Information via Education Event or Outreach (C) *

Number of people provided information at an educational event or direct one-on-one outreach about COVID-19 testing, vaccination, isolation and/or quarantine (For example, in-person conversation or zoom.) (Not including social media or advertising)

We kept track of how many people came up to our table for our 3 events. It was 20 people each time. $20 \times 3 = 60$

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COVID-19 Testing Activities (C)

Instructions: Please provide the approximate number of community members whom you directly coached to self-administer COVID-19 tests, during the reporting month(s).

- Please do not include education/outreach in this section.
- If you did not work with any community members to coach testing this month, please enter '0'
- Note: The (C) you see following each question is for CDC coding purposes only. It is not significant for your response.

10. Number of Tests - Direct Encounters (C) *

Number of COVID-19 tests where community members were engaged through direct encounters and were coached on-site by your organization to administer a COVID-19 test (*in-person*).

These are all the people we coached to do self-testing in Jan, Feb and March. Some of them came from referrals and some of them from our testing events.

11. Number of Tests - Virtual Encounters (C) *

Number of COVID-19 tests that you *virtually* coached a client to self-perform, for example, over Facetime, zoom, WhatsApp.

We instructed a family of 7 on how to do home tests over WhatsApp. So we are counting them here.

12. Number of Tests - Mailed/Distributed (C) *

Number of COVID-19 tests mailed or distributed to community members (this includes purchase/distribution or access to free kits).

We helped 3 different people order home test kits from covidtests.gov

13. Number of Events w/ Test Coaching (C) *

Number of testing events in which your organization provided on-site COVID-19 test coaching to individuals.

We had a table outside the community center doing education and offering testing, 1 time each month in Jan, Feb, and March (3 events). We also collaborated with another agency in February at a testing event, so 4 events total.

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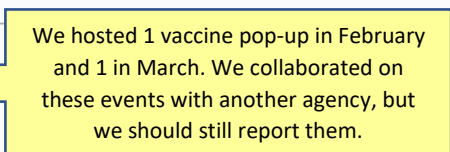
COVID-19 Vaccine Activities (C)

Instructions: Please provide the number of community members that you directly assisted in receiving a COVID-19 vaccine.

- For this section, we are referring to community members who RECEIVED a COVID-19 vaccination in the reporting month(s) through an event that you organized.
- If you collaborated on an event with another organization, you should both report on the event numbers (it is OK that they are duplicated).
- If you did not work with any community members to receive a COVID-19 vaccine this month, please enter '0'.
- Note: The (C) you see following each question is for CDC coding purposes only. It is not significant for your response.

14. Number of Events w/ Vaccines Available (C) *


Number of events that you organized where COVID-19 vaccines were available.

We hosted 1 vaccine pop-up in February and 1 in March. We collaborated on these events with another agency, but we should still report them.

15. Number of Vaccines Administered at All Events (C) *

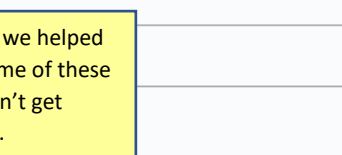
Number of total vaccine doses administered for all vaccine events you organized.

This is the total number of doses given at both of the events.

16. Number of People Supported to Receive Vaccine - Non-Event (C) *

Number of community members that you supported receiving a vaccine OUTSIDE of the events listed (for example: helping to schedule an appointment, providing transportation, etc.)

These are people who called our office and we helped them to schedule vaccine appointments. Some of these people we also gave rides. But they didn't get vaccinated at one of our pop-ups.

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Community Care Referrals (C)

Instructions: Please provide the number of referrals that you received and accepted from DHHS during this month, including any referrals that your organization submitted.

- If you have provided services to a community member that did not have a referral, you must submit the referral to DHHS now (with the referral date to be the month that support was given) before completing this report.
- Note: The (C) you see following each question is not significant for you or your response. It is a data collection indicator for CDC.

17. Number of Referrals Received and Accepted (C) *

Total number of referrals received and accepted this month (includes social supports, testing, vaccination, events).

46

This is the total number of referrals we accepted from DHHS in Jan, Feb and March. (Some of these referrals we submitted ourselves when people called our office looking for testing or social supports.)

Program Impact

Instructions: Please share with us what impact the program(s) had in your community in the reporting month(s).
Suggested word count: 150-300 words.

18. What has gone well? What accomplishments are you most proud of? *

In January we accepted more referrals than we've ever had in total before the surge, and even started accepting referrals for people outside of our typical [example] community. We're proud of how we became more organized during this super busy time, and that we were able to respond to the broader community needs. In January we started using Instacart for grocery orders that could be purchased entirely from Hannaford. We hired 1 more staff member to work on social supports / testing /vaccine during this time. Since referrals have gone down (feb/march) we've been dedicating that new staff member to vaccine promotion and also surveying the community about what they still need support with due to the pandemic. We have 56 responses to the survey so far, and we are just beginning to dig into the results.

19. What have you learned this month? *

Please tell us about some of the highlights from the program(s) in the reporting month(s)

In the last 3 months, we are really learning how to adapt to the ups and downs of the pandemic. Since we have this funding through the end of 2022, we are making plans for how to use the funds if cases stay low, and we are also making preparations for how to ramp back up if there is another surge. We hope to be prepared either way.

20. Other thoughts about impact? - **OPTIONAL**

Due to the surge, we have connected with more clients than ever before and are trying to maintain that connection. We are brainstorming ways to do that. Some of our clients are in need of social supports all the time (not just isolation/quarantine) and are disappointed that we can't continue after quarantine is over. We have connected people to food pantries and many to rent relief. This program has proved again to be a doorway into social services for some who have never accessed it before.

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Conclusion

21. What technical assistance would your organization like to have in the future? - **OPTIONAL**

More information about covid treatments and how to get our clients connected with them. This is a challenge.

22. Did members of your organization attend any meetings with Maine DHHS this month? If so, do you have any feedback that you would like to share with us? - **OPTIONAL**

We had at least 1 staff member attend each Tuesday meeting. We also have a staff member that attends the Monday testing meeting. We attend the Thursday vaccinators meeting when we are able to. No feedback at this time.

23. Additional comments/notes that you want to share with DHHS regarding this report.
- **OPTIONAL**

None

You can print a copy of your answer after you submit

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Submit

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