Covid-19 Community Resilience Technical Assistance

Covid-19 Community Resilience

Quarterly Progress Report

March 2023

OPHE

Maine Office of
Population Health Equity

Agenda

- Reporting Requirements

- Quarterly Progress Report Components

- Technical Assistance and Support

CCR Reporting Requirements

- **Report on OPHE-funded activities**, detailing activities, outputs, revenue, and/or expenditures for the performance period

- **Ensure compliance** with state and federal requirements.

- **Identify opportunities** for OPHE to support providers who may need more resources and technical assistance

Quarterly Progress Report

Quarterly Financial Report

Agreement Closeout Report

CCR Quarterly Progress Reporting

Providers are required to submit their Quarterly Progress Report each quarter to report progress made on your project and **Work Plan activities.**

The report is divided between the two project components:

- **Component A: Healthy Communities**

- **Component B: Vaccine Equity**

Note For Collaborative projects:
Lead providers should collect **updates and data from each collaborative community-based organization (CBO).**

Completing The Report Header

- Start by including the following information in the white fields on your report:
  - Check off the applicable reporting period
  - Your organization's name (for lead organizations)
  - Your OPHE contract number

Reporting Period:	☐ 1/1 – 3/31/23	☐ 4/1 – 6/30/23	☐ 7/1 – 9/30/23
	☐ 10/1 – 12/31/23	☐ 1/1 – 3/31/24	☐ 4/1 – 5/31/24
Name of Organization (Lead)			
Contract Number			

Combining Reporting Periods

- Providers may report on multiple quarters if the contract was encumbered late, but *only if both quarters are for the same contract agreement.*

- If combining, check the boxes for the applicable reporting periods.

Component Activity Data

Component A: Healthy Communities

Report on last quarter activities	
Estimated # of Individuals (Unduplicated) Reached During Past Quarter under "Healthy Communities" activities:	

Component B: Vaccine Equity

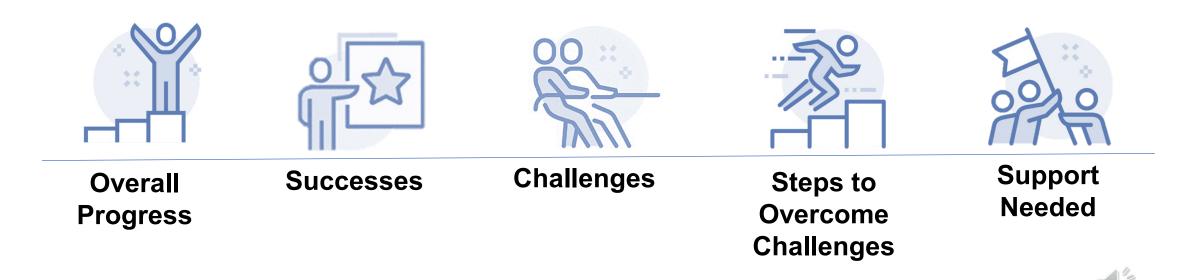| Report on estimates from last quarter activities	
# of events hosted where vaccines were available:	
# of community members who you directly assisted in receiving a COVID-19 vaccine	
# of community members who you provided COVID-19 vaccination education to	

*Please note that counts for individuals and community members should be **unduplicated.***

Quarterly Updates Section

For each component Work Plan, providers will report on the following areas:

| Overall Progress | Successes | Challenges | Steps to Overcome Challenges | Support Needed |

Getting Started with the Quarterly Updates Section: Review Your Work Plan!

All CCR providers should have an **up-to-date Work Plan** that has been reviewed by OPHE. You'll need this to complete your report!

State of Maine
Department of Health and Human Services
WORKPLAN COMPONENT A
RFA# 202206091
COVID-19 Community Resilience
Grant Funding Opportunity
For Community-Based Organizations

Organization Name:

Refer to the Activities and Requirements within the RFA and state the activities the Applicant will conduct to address the deliverable expectations if awarded. Add additional rows as needed.

	Type of Activity	Description	Antcipated Start Date	Estimated # of Individuals to be Reached (overall)	Success Measurement (How success will be defined and measured)
1	Imcrease participation in health access and insurance programs	Assist community as MaineCare unwinds; help transition from MaineCare to CoverME as needed; communicate important messages about unwinding in Arabic, Pashto and Dari; Educate community about MaineCare, private insurance, ACA options, FQHC's, Medicare and help with applications	Jan-23	200	Help at least 100 people transition from MaineCare to CoverME; Assist 100+ people with no health insurance or insufficient coverage enroll in programs that ensure better coverage
	Assess community need	Continue to survey MENA and Afghan population about what supports are needed to build greater security during health emergencies; assess needs in northern Cumberland County and lower Oxford County among marginalized and BIPOC residents	Jan-23	500	Host listening sessions for at-risk BIPOC, New Mainer and rural people to determine needs. Continue to take referrals from OPHE and participate in CHIP and MSCHNA surveys. Help with community needs survey led by MIRC for 2023

Your Work Plan contains:

- The type of **activity**
- **Description** of the activity
- Anticipated **Start Date**
- **Estimated # of individuals to be served**
- **Success measurement**: how success will be defined and measured

Quarterly Updates Table: Complete for each component of your contract agreement!

What Belongs Here	Think About…	Current Quarter Outcomes Example
Overall Progress toward Work Plan Goals	• Your activities and preparation • Your success measures that indicate progress • Broader description of the past quarter's progress, changes, slowdowns, and why?	*Our organization has made steady progress towards our major objective of **increasing the number of individuals reached with vaccine information** by hiring for a key staff position. Almost all of our activities have been started.*
Successes Toward Work Plan Goals	• Specific actions or tasks • More detailed examples, measures, and timing, including changes	*We **recruited and hired for an Outreach Coordinator** in mid-October who has been successful with outreach to parents by collaborating with local schools. She provided 30 parents with vaccine flyers at the school's open-house event in November.*

Quarterly Updates Table Continued…

What Belongs Here	Think About…	Current Quarter Outcomes Example
Challenges toward **making progress towards Work Plan Goals**	• Potential setbacks or "slow-downs" • Why did they happen?	*We are* ***struggling to connect with more community members.*** *Not many people are attending events or coming to our building.*
Steps to Overcome Challenges	• How did/will your organization move forward? When?	*We are going to* ***increase our social media and advertising efforts*** *by sharing events in local community Facebook groups and connecting with other community organizations to put up flyers.*
Support Needed	• What resources could OPHE potentially provide you with? • Do you need to change your work plan activities?	*Any* ***resources on reaching the public*** *would be helpful or* ***connecting us with another provider that has been successful*** *in reaching people.*

Submitting the Quarterly Progress Report

Submit reports via the **OPHE TA website and Grantee Portal (ophepartners.org).**

➡️ If you're having trouble, **submit a technical assistance request on the website or email** CDC-OPHE-Support@maine.gov.

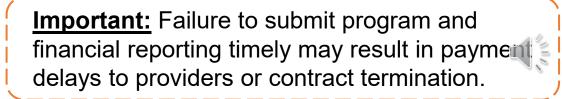Use the **correct naming convention using the guide on the first page of your report!**

➡️ Update the file name to the correct quarter. Ex: **CCR_Organization Name_Quarterly Progress Report_Q2**

CCR Quarterly Progress Reports are due by **the 30th of the month at the end of** each quarter.

➡️ **Exception: The first report is due no later than 10 days after contract encumbrance.**

- Q1: Oct - Dec → Due Dec 30th
- Q2: Jan - March → Due March 30th
- Q3: April - June → Due June 30th
- Q4: July - Sept → Due Sept 30th

Important: Failure to submit program and financial reporting timely may result in payment delays to providers or contract termination.

Technical Assistance and Support

- Live informational webinars
- Individual TA sessions, by request
- Dedicated TA mailbox
- OPHE Partners Website & Grantee Portal: Array of resources including forms, instructions, tips, and recorded webinars and materials.
- OPHE Provider Handbook (now on the TA website!)

✓ Reach out for **technical assistance** and support via email at **CDC-OPHE-Support@maine.gov**

✓ You can also submit a TA request on the **OPHE partners website!** **www.ophepartners.org**