Indiana Health Equity Council (HEC) District Action Plan (DAP) Template

This DAP Template aims to provide a standardized, evidence-based structure for documenting plans for implementing and evaluating proposed efforts across all Indiana HEC Districts. This DAP template is subject to change before use by councils based on feedback received. The last update date can be found in the header of this document.

It is intended that District Health Equity Community Health Workers (HECHWs) and District Council Members fill out this template in its entirety <u>with support and training</u> from the Purdue University Community Health Workforce Development Institute (CHWDI) Evaluation Team (referred to as the CHWDI Evaluation Team), Indiana Community Health Workers Association (referred to as INCHWA), and Indiana Office of Minority Health (referred to as OMH).

District Health Equity Council #: 9
District Health Equity Community Health Worker (HECHW): Olivia Zarate
Summary of Council's Effort(s) to Address COVID-19-Related Health Disparities: District 9's Health Equity Council aims to increase access to increase access to local resources, health screenings, COVID-19 related efforts across the district by partnering with different organizations and hosting events in various counties. We plan to reach a wide range of the population including minorities, families in the low-income bracket, that may be homeless, people who have been recently incarcerated, Medicaid children or parents, unemployed, undocumented populations, those in recovery or facing mental health challenges, addressing low health literacy disparities, housing instability, non-insurance holders and so forth. These efforts will take place in at least 2-3 counties in the region including Clark and Dearborn, where the populations are the largest.
Council Members:
Bradley, Joe : Couch, Blythe : Crouch, Regina : David, Jennifer : Durbin, Sean : Fillenwarth, Joyce : Guenther, Candy : Guernsey, Kati : Hicks, Erica : Hinshaw, Karen : Mangum, Lori : Mokhtareizadeh, Farah : Morgan, Katie : Neff-Whitlow, Jennifer : Otter, Michelle : Ramey, Chris (in place of Jennifer David) : Rose, Amy : Tucker, Kierra : Washburn, Angela

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GOAL/HEALTH DISPARITY PRIORITY#1: Housing Instability Resource Fair / Health Disparity Events (approximately 3-4 events until July 2025)		
Outcomes Planning		
Objective(s) Clear statement(s) of the ways (e.g., strategies) in which you will meet this goal/address this disparity. It should be measurable.	**Outcomes** Measurable changes (e.g., increase in positive outcomes, decrease in negative outcomes) expected as a result of efforts and activities within the 9-month program period	**Sharing Results** Internal and external communication of ongoing and final results of efforts. How you plan to share the results (e.g., summary reports, presentations, infographics, website updates, newsletters)
Reach a portion of the population at events, having a clicker at entrance	**50 attendees per event**	**Summary Reports to Health Equity Council**
Provide health screenings, access to resources and address COVID-19 related efforts	**Complete 5 screenings per event (of any kind)**	**Summary Reports to Health Equity Council**

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Collaborate with CEASe Coalition (Scott County) on their Homeless Resource Fair for backpacks and other misc. event supplies	**Giveaway 50% of backpacks to homeless for PPE wear**	**Summary Reports to Health Equity Council**

Community Outreach Plan

Key Community Members, Interested Parties, Organizations List who you will partner with to achieve your goals	**Intended Audience** Describe the individuals you intend to reach and how
WorkOne, SURGE Staffing, Food Pantry (not decided), local newspaper/radio, church or ride services for transportation or discounts, local schools, healthcare centers, nonprofits, coalitions	**Those that may be homeless, people who have been recently incarcerated, Medicaid children or parents, unemployed, undocumented populations, those in recovery or facing mental health challenges**

Implementation Work Plan

Activity/Task Include everything from planning (e.g., getting necessary community partners on board) to executing (e.g., hosting	**Lead Council Member** The council member responsible for	**Key Team Members Assigned**	**Budget** $ allocated to each activity/task	**Resources Needed** Includes both monetary ($) and non-monetary (e.g., personnel, supplies,	**Anticipated Barriers to Resolve**	**Deadline/ Timeline** Start date, end date, major milestones, etc.

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events, implementing programs) to sharing results (e.g., compiling and distributing summary reports)	overseeing and executing the task	The other team members working on the task		office/event space, etc.) resources	What you expect to be a barrier to achieving the goal	
Set date for events	**Olivia**		**N/A**	**N/A**	**Finding a date that works for the majority of HEC**	**3-4 months before**
Contract a venue/location	**Olivia**	**Chris (Clark County)**	**TBD**		**Cost, scheduling**	**2-3 months before**
Determine services/health screenings (Besides staffing agency/food pantry)	**Olivia**	**Angie**	**TBD**	**Electrical outlets, event space, sign-up sheet for participants**	**Event space, access to outlets, having enough sign-ups**	**2-3 months before**
Contract a staffing agency	**Olivia**		**TBD**	**Contact, materials**	**Scheduling**	**2-3 months before**
Contract a food pantry	**Olivia**		**TBD**	**Contact, bringing in food for event**	**Transportation of food (if possible) and volunteers**	**2-3 months before**
Arrange transportation from nearby church or organization	**Olivia**		**TBD**	**Contact, a vehicle to transport**	**Liability, insurance barriers**	**2-3 months before**

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Work on liability/insurance for transportation	Olivia		TBD	Research/experience on how to set up	Liability, insurance barriers	1-2 months before
Invite local organizations to be vendors (Health centers, CBOs)	Olivia	Kierra, Jennifer	TBD	Invite email template or message	Narrowing down list due to event space, inviting CBOs relevant to event/disparity	2-3 months before
Determine food, supplies and giveaways	Olivia	Jennifer	N/A	Budget set per event to spend on this	Fitting into budget	2-3 months before
Purchase food, supplies or giveaways	Olivia		TBD	Budget set per event to spend on this	Fitting into budget	2-3 months before
Pick up supplies	Olivia	Theresa	N/A	HEC volunteer	Would have to find/plan for another HEC member in case Theresa cannot for each event	1-2 months before
Pick up food, if needed	Olivia		N/A	Budget set per event to spend on this	Timeline of transporting it day of event	Day of event
Collaborate with CEASe at Event on 2/23	Olivia		$1,000	$1,000 for backpacks and event supplies	Funding the proposal and figuring out the	2/23/2024

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						easiest way to allocate $	
Provide support to CEASe for event supplies	**Olivia**		**$1,000**	**Invoice or funding plan**	**Figuring out the easiest way to allocate $**		**2/23/2024**
Determine how tables/chairs needed	**Olivia**		**N/A**	**Inventory from event space**	**Sending out messages for vendors to bring their own, if needed**		**1-2 months before**
Create layout/agenda for event & send out	**Olivia**		**N/A**	**Layout/Agenda of Event**	**Being on a schedule/timeline**		**1 month before**
Assign roles for set-up/clean-up	**Olivia**		**N/A**	**Collaborative spreadsheet or list**	**Scheduling conflict, enough volunteers**		**1 month before**
Assign roles for different events	**Olivia**		**N/A**	**Collaborative spreadsheet or list**	**Scheduling conflict, enough volunteers**		**1 month before**
Assign roles for marketing and promotions, ensuring the intended audiences are reached	**Olivia**		**N/A**	**Collaborative spreadsheet /list, media announcements**	**Reaching the intended audiences and efficient promotions**		**2-3 months before**

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Funding Plan

Total Cost of Implementation	Current Resources, Budget, Allocation Methods	Funding Gap? Is the total cost of implementation more than currently allocated resources? By how much?	New Ways to Finance/Fill Gap
$13,000 ($12,000 after Scott County Homeless Resource Fair on 2/23/24)	Community Partnerships for Event Collaboration, Media/Radio connects, Experience in Health Disparity Events/Scheduling Screenings at off-site location, Involved Council Members, $13,000, invoices, ACH transfer of funds, reimbursements, use of a 3rd party Fiscal Agent	TBD	Apply for grants, reach out to MCEs and partner organizations

Evaluation Plan

Objective These are the same objectives listed above under "Outcomes Planning."	Measure/Metric (Indicator) Information that can be collected to determine if the effort is being implemented as expected and if objectives/outcomes are being achieved. Note that you may have	Indicator Type Is this an input, process, or outcome indicator?*	Information Collection and Evaluation Plan		
			When is information being measured/ collected?	How is information being measured/ collected?	What will be done with collected information?

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	more than one measure for a single objective.				
Reach a portion of the population at events, having a clicker at entrance	**# of attendees at event (using a clicker)**		At the entrance	Clicker counting	Summary Reports to Health Equity Council
Provide health screenings or resources	**# of health screenings or resources provided per event**		**# of health screenings or resources provided per event**	By asking healthcare providers for their results at the end	Summary Reports to Health Equity Council
Collaborate with CEASe Coalition (Scott County) on their Homeless Resource Fair for	**Number of people who stop by OMH table & how many attend event in total**		Number of people who stop by OMH table & how many	Keeping record of table visitors & asking CEASe	Summary Reports to Health Equity Council

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| *backpacks and other misc. event supplies* | | ███████ | attend event in total | for data following the event | |

Sustainability Plan (if this work can/should be continued after the implementation period)

Activities/Tasks that will Continue Should there be a next phase of this work? If so, what activities should continue?	Resources Needed to Continue Beyond this Plan Monetary and non-monetary resources needed to sustain next phase of work	Potential Funding Sources for Continued Work What additional grants should be applied for? Fundraisers? Donations?	Anticipated Barriers Based on the initial implementation period, what barriers might be encountered in the future?	Projected Timeline Should this work be sustained indefinitely? For the next X years or months? How often should the plan be revisited and project impact/sustainability be reassessed?
Continuing offering events with partnerships formed	Collaborations with organizations to continue with IDOH and additional funding	Health Hoosiers Fund, FSSA grants, CTSI grants, etc.	Having to move events to virtual due to another pandemic, gathering support to justify the importance of Resource Fairs and Health Screenings to minority/non-insured populations	Sustained indefinitely as apart of an ongoing IDOH or Purdue/INCHWA mission alongside CHWs, impact and sustainability should be revisited twice year or bi-annually