

Program Element #19: Program Design and Evaluation Services (PDES)

OHA Program Responsible for Program Element:

Public Health Division/Office of the State Public Health Director/Program Design and Evaluation Services

1. **Description.** Funds provided under this Agreement for this Program Element may only be used in accordance with, and subject to, the requirements and limitations set forth below, to deliver the PDES of applied public health data collection, research, evaluation and consultation services during the term of this Agreement to the satisfaction of OHA.

This Program Element, and all changes to this Program Element are effective the first day of the month noted in the Issue Date section of Exhibit C of the Financial Assistance Award unless otherwise noted in the Comments and Footnotes of Exhibit C of the Financial Assistance Award.

2. **Definitions Specific to Program Design and Evaluation Services (PDES).**

Not applicable

3. **Alignment with Modernization Foundational Programs and Foundational Capabilities.** The activities and services that the LPHA has agreed to deliver under this Program Element align with Foundational Programs and Foundational Capabilities and the public health accountability metrics (if applicable), as follows (see [Oregon's Public Health Modernization Manual](http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf), (http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf):

- a. **Foundational Programs and Capabilities:** All services detailed in this Program Element fall under the Foundational Capability of Assessment and Evaluation. LPHA provides research and evaluation services to multiple OHA Public Health Division programs, thus increasing the program's assessment and evaluation capabilities.
- b. **The work in this Program Element helps Oregon's governmental public health system achieve the following Public Health Accountability Metric:** Not applicable
- c. **The work in this Program Element helps Oregon's governmental public health system achieve the following Public Health Modernization Process Measure:** Not applicable

4. **Procedural and Operational Requirements.** By accepting and using the Financial Assistance awarded under this Agreement and for this Program Element, LPHA agrees to conduct activities in accordance with the following requirements:

- a. **Staffing Requirements and Staff Qualifications.** LPHA must assign qualified staff to provide the services, as may be required by the nature of the particular service. Assigned staff should include doctoral level psychologists, health educators, sociologists, epidemiologists, and masters-level research staff, as appropriate.
- b. LPHA will submit a work plan and budget for OHA approval for each activity area noted below. OHA will retain the work plan and budget on file.
- c. Each of following specific PDES must be delivered in accordance with the indicated procedural and operational requirements and to OHA satisfaction:

- (1) **HIV Morbidity Monitoring Surveillance Project (Medical Monitoring Project) (PE19-02)**

The Medical Monitoring Project (MMP) is a Centers for Disease Control and Prevention (CDC) funded supplemental public health surveillance project for persons with Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS). Public Health personnel from OHA, the Public Health Division (PHD), the Center for Public Health Practice, and the HIV/STD/TB Program (OHA HIV/STD/TB Program)

will collaborate with LPHA personnel to conduct interviews and medical record reviews of a random sample of patients with HIV in Oregon.

- (a)** In accordance with the MMP multi-site protocol developed by the CDC and participating states, LPHA must assign a Project Coordinator to fulfill the duties of the MMP (MMP Project Coordinator). The MMP Project Coordinator will be under the direction of the Medical Director of OHA's HIV/STD/TB Program (OHA Medical Director). The MMP Project Coordinator must do the following: 1) Arrange and participate in conference calls with CDC project officer as frequently as requested by CDC; 2) Participate in monthly national Medical Monitoring Project conference calls; 3) Coordinate recruitment of patients selected for participation by CDC from Oregon's registry of people with reported cases of HIV infection; and 4) Supervise patient interviews and medical record reviews during data collection phase of the MMP.
- (b)** In accordance with the MMP multi-site protocol developed by the CDC and participating states, LPHA must assign a qualified analyst to fulfill the duties of MMP Data Manager/Analyst (MMP Data Manager/Analyst). The MMP Data Manager/Analyst will be under the direction of the OHA Medical Director. The MMP Data Manager/Analyst must do the following: 1) Manage tracking data, interview and abstraction data, and minimum data set using software applications and/or programs supplied by the CDC; 2) Submit recently uploaded interview data, abstraction data and minimum data set to CDC and its contracted data management company on a periodic basis using encryption software provided by CDC; 3) Perform quality assessment reviews before data submission and respond to CDC and data management company's requests for data correction and resubmission; 4) Conduct data analysis on a CDC provided Statistical Analytics Software (SAS) analytic file, or dataset built from uploaded interview data and abstraction data; 5) Conduct additional data analysis on subgroups of interest to HIV services in Oregon, consulting with the epidemiologist, described above, to generate estimates for main variables of interest; and 6) Assist in developing presentations, reports and preparing manuscripts based on local, regional and national data sets.
- (c)** In accordance with the MMP multi-site protocol developed by the CDC and participating states, interviewers/abstractors from LPHA must work with interviewers/abstractors from OHA HIV/STD/TB Program to complete MMP patient interviews and medical record abstractions under the direction of the OHA Medical Director and MMP Project Coordinator. The interviewers must do the following: 1) Work with participants to arrange for and conduct personal patient interviews; 2) Collect study-specified information from medical records of participating patients; 3) Complete medical record abstractions, which include general information (office visits, hospitalizations and ER visits), as well as data on HIV-related diagnoses and treatments (e.g., laboratory results, medical tests, prescribed medications, and other data as determined in collaboration with CDC); 4) Use computer hardware and software approved and provided by CDC for the project to perform data entry, review of patient medical records and collect data related to clinical care and outcomes; 5) Maintain the confidentiality of all participants and protect the data collected as described in the confidentiality policy of OHA; and 6) Keep records of all activities related to each interviewee, such as date contacted, interview completed or refused, and date of medical record abstraction.
- (d)** LPHA must maintain the confidentiality of any and all data collected on persons

in Oregon infected with HIV to which it or its representatives may be granted access. Specifically, LPHA must 1) Limit access to data that contain personal identification to staff directly associated with the MMP; 2) Keep within the confines of a locked office, all data storage equipment (including electronic databases, computer equipment, etc.) associated with the MMP; 3) Store in a locking file cabinet within the locked office, hard copies of reports, interviews, and other media documents containing personal identifiers; and 4) Otherwise comply, with respect to the data associated with the MMP, with the information confidentiality and security requirements set forth in CDC's "Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs" found at <https://www.cdc.gov/nchhstp/ProgramIntegration/docs/PCSIDataSecurityGuidelines.pdf>.

(2) HIV Program Planning and Evaluation (PE19-03)

The purpose of the HIV Program Planning and Evaluation is to have LPHA provide project oversight and support to Oregon HIV, STD, & TB Section (HST).

LPHA's responsibilities for the HIV Program Planning and Evaluations:

- (a) HIV Medical Monitoring data analysis.
- (b) Evaluation support for End HIV Oregon projects, including:
 - i. Housing evaluation case studies;
 - ii. Develop evaluation plan for CAREAssist Preferred Pharmacy Network;
 - iii. Assessment of CAREAssist client experiences with Open Enrollment;
 - iv. Evaluation of Rural Media Campaign; and
 - v. All Payers, All Claims HIV and sexually transmitted infection claims data.

(3) Administration of Behavioral Risk Surveys Unit (PE19-01)

The purpose of the Administration of Behavioral Risk Surveys Unit (Survey Unit) is to have LPHA management of the operation of the Survey Unit, to include technical oversight of the Survey Unit, and management of the PDES portion of the Survey Unit budget. The Survey Unit is responsible for coordination of the Behavioral Risk Factor Surveillance System (BRFSS) and the Student Health Survey (SHS). The BRFSS is a collaborative project of the CDC and U.S. states and territories. The objective of the BRFSS is to collect uniform, state-specific data on preventive health practices and risk behaviors that are linked to chronic diseases, injuries, and preventable infectious diseases in the adult population. BRFSS data is collected monthly via telephone survey, and the data is managed and analyzed on an annual schedule. Factors assessed by the BRFSS include tobacco use, physical activity, dietary practices, safety-belt use, and use of cancer screening services, among others. SHS is Oregon's effort to monitor the health and well-being of adolescents. An anonymous and voluntary school-based survey, SHS is conducted biennially among 6th, 8th and 11th grade students statewide. The SHS survey incorporates data from two preceding youth surveys: the Oregon Healthy Teens Survey and the Student Wellness Survey. LPHA shall comply with the OHA-approved work plan and budget for the LPHA on file with OHA with respect to the BRSU administration and SHS administration responsibilities and requirements.

(4) Technical Assistance to the Accountability & Metrics Subcommittee, Public Health Advisory Board (PE19-13)

The purpose of Technical Assistance to the Accountability & Metrics Subcommittee, Public Health Advisory Board is to have LPHA provide technical assistance to the Accountability & Metrics Subcommittee of the Public Health Advisory Board on public health data systems and local public health accountability metrics. LPHA must also provide consultation and technical oversight to PHD staff who are assisting the Subcommittee on assessment of data availability, feasibility of data collection, analysis, and reporting. LPHA shall comply with the OHA-approved work plan and budget for LPHA on file with OHA with respect to the details of the required technical assistance.

(5) Support for the Oregon Immunization Program (OIP) (PE19-09)

The purpose of OIP is for LPHA to provide external expertise on data governance for the Oregon Immunization Program. LPHA shall comply with the OHA-approved work plan and budget for LPHA on file with OHA with respect to the Support for the Oregon Immunization Program.

(6) Evaluation Support for Public Health Modernization (PE19-14)

The purpose of Evaluation Support for Public Health Modernization is to have LPHA provide evaluation services related to the modernization of the public health surveillance system. LPHA shall comply with the OHA-approved work plan and budget for LPHA on file with OHA for this element.

(7) Support to Maternal and Child Health Section, Rape Prevention Education (RPE) (PE19-20)

The purpose of Support to Maternal and Child Health Section, Rape Prevention Education (RPE) is to have LPHA provide evaluation support and technical assistance to RPE staff on the RPE grant.

LPHA's responsibilities:

- (a)** Onboarding support of new internal RPE project evaluation staff.
- (b)** Technical assistance on:
 - i.** Evaluation plan;
 - ii.** Annual performance monitoring and evaluation reporting to CDC;
 - iii.** Past and future evaluation activities; and
 - iv.** All other evaluation products.

(8) Support to Public Health Institutional Review Board (PE19-21)

The purpose of the Public Health Institutional Review Board (PH IRB) is to review research studies and ensure that the rights and wellbeing of people who are subjects in research are adequately protected. LPHA will fulfill the role of Chairperson on the PH IRB by delegating an individual to serve as Chairperson.

LPHA's responsibilities:

- (a)** Play a leadership role in establishing and implementing PH IRB policy.
- (b)** Represent the PH IRB in discussions with other organizations and federal authorities.
- (c)** Direct the proceedings and discussion of the monthly Board meetings.
- (d)** Vote on all protocols reviewed at full committee meetings.
- (e)** Understand ethical issues, state law, institutional policy, and federal regulations that are applicable to studies reviewed by the PH IRB.

- (f) Review and sign (or authorize for signature) PH IRB response and determination letters to investigators.
- (g) In collaboration with the PH IRB Coordinator, promptly review and make decisions regarding submitted research proposals and the investigators' responses to PH IRB conditions.

(9) Support to Oregon Immunization Program, Vaccine Hesitancy Study (PE19-27)

The purpose of Support to Oregon Immunization Program, Vaccine Hesitancy Study is to explore and document the barriers naturopathic doctors face providing pediatric immunizations in an effort to improve vaccine access throughout Oregon.

LPHA's responsibilities:

- (a) Develop key informant interview guide, consent, and protocols.
- (b) Conduct informational interviews with naturopathic doctors to learn about vaccine access barriers.
- (c) Conduct qualitative data analysis.
- (d) Prioritize recommendations from previous reports
- (e) Deliver written report summarizing findings and recommendations.
- (f) Produce working draft of a manuscript for publication in the scientific literature.

(10) Support to Center for Public Health Practice (PE19-31)

The purpose of Support to Center for Public Health Practice is to support COVID-19 efforts in Oregon. LPHA shall comply with the OHA-approved work plan and budget for LPHA on file with OHA for this element.

(11) Support to Office of the State Public Health Director (PE19-29)

The purpose of Support to Office of the State Public Health Director is to support the Office's COVID-19 response. LPHA shall comply with the OHA-approved work plan and budget for LPHA on file with OHA for this element.

(12) Outbreak Modeling (PE19-28)

The purpose of Outbreak Modeling is to conduct modeling to assess the effects of Oregon's interventions over time on COVID-19 outcomes, and to project future epidemic trends under various scenarios. LPHA shall comply with the OHA-approved work plan and budget for LPHA on file with OHA for this element.

(13) Community Based Organization COVID-19 Response Assessment (PE19-32)

The purpose of Community Based Organization (CBO) COVID-19 Response Assessment is to assess the contribution and value add of CBOs to local public health authorities (LPHAs) and OHA (and vice versa) in their COVID-19 response. LPHA shall comply with the OHA-approved work plan and budget for LPHA on file with OHA for this element.

(14) Support to Maternal and Child Health Title V Programs (PE19-33)

The purpose of Support to Maternal and Child Health Title V Programs is to provide evaluation support to OHA Title V programs.

LPHA's responsibilities:

- (a) Develop evaluation plan.
- (b) Conduct quantitative analysis of existing community grantee data to address

evaluation questions outlined in evaluation plan.

- (c) Produce summary of quantitative findings.
- (d) Conduct qualitative analysis of existing grantee and reviewer comments to address evaluation questions outlined in evaluation plan.
- (e) Produce summary of qualitative findings.
- (f) Provide technical assistance regarding findings and how to use in program planning for next funding cycle, with particular emphasis on equity.
- (g) Produce final report summarizing findings from all evaluation components.

(15) Evaluation and Consultation Support for Core State Injury Prevention Program Grant (PE19-34)

The purpose of Evaluation and Consultation Support for Core State Injury Prevention Program Grant is to evaluate and support the activities of the OHA Injury and Violence Prevention Program on the CDC awarded Core State Injury Prevention Program (Core SIPP) Grant. LPHA must submit a local program plan and local budget for approval by OHA within a timeframe designated by OHA. The local plan must include only activities that would be allowed under Core SIPP, and at a minimum the following:

- (a) Publishing information to promote safe, accessible transportation; and
- (b) Supporting implementation of Return to School for students with traumatic brain injuries.

(16) Evaluation of Oregon Aid and Assist Population (PE19-35)

The purpose of Evaluation of Oregon Aid and Assist Population is to establish an overall picture of Oregon's aid and assist population by examining patients' pathways to, and outcomes after restoration; how Oregon compares to other states; and what might be modified to improve the systems so OHA can meet the needs of this growing population and decrease the strain on its behavioral health system.

LPHA's responsibilities:

- (a) Address the following primary research questions:
 - i. What are the backgrounds of individuals determined to be incapacitated under ORS 161.370?
 - ii. What are the outcomes of individuals who receive restoration services in Oregon, both at the Oregon State Hospital (OSH) and in the community?
 - iii. What can be learned from other states about the successful management of the Aid and Assist patient population and the restoration process in general?
- (b) Collaborate closely with key subject matter experts at OHA, OSH, court systems, law enforcement, and Community Mental Health Programs to determine the best combination of methods to address the research questions.
- (c) Meet at least monthly with OHA staff to address any concerns or needs of the project, provide progress updates, and make any required decisions.
- (d) Draft interim research briefs and/or give presentations describing key findings to date and recommendations, as requested, to support OHA's legislative and programming priorities.

(17) HIV Behavioral Surveillance (PE19-36)

The purpose of HIV Behavioral Surveillance is to administer Portland's National HIV Behavioral Surveillance system (NHBS). NHBS is a CDC funded project that aims to conduct bio-behavioral surveillance among three rotating populations overburdened by HIV acquisition and transmission: low-income heterosexuals; gay, bisexual, and other men who have sex with men (MSM); and people who inject drugs (PWID). Portland NHBS study participants will be assessed to determine prevalence and trends in (1) risk behaviors for HIV infection; (2) HIV testing behaviors; and (3) exposure to, use of, and impact of HIV prevention services.

LPHA's responsibilities:

- (a)** Provide a Project Coordinator to fulfill the duties of the NHBS. The NHBS Project Coordinator will be under the direction of the Medical Director of OHA's HIV/STD/TB Program. The NHBS must coordinate and manage the NHBS formative assessment, data collection and staff; participate in CDC NHBS conference calls and meetings/conferences, as needed.
- (b)** Conduct Formative Assessment
 - i.** Plan, develop, and lead focus groups and key informant interviews with health professionals, community-based providers, persons with specific lived experience or knowledge about survey population to inform site location and operational decisions.
 - ii.** Conduct a review of secondary data sources.
 - iii.** Summarize formative assessment findings.
- (c)** Data Collection
 - i.** Develop survey instruments, survey scripts for participant recruitment materials.
 - ii.** Obtain and manage participant incentives.
 - iii.** Establish and manage contract for NHBS interviewers
 - iv.** Train interviewers to use a standardized, anonymous questionnaire to collect information on HIV-related risk behaviors, HIV testing, and the use of HIV prevention services. Anonymous rapid HIV testing is offered to all participants.
 - v.** Manage the recruitment and collection of 500 participant interviews and rapid HIV tests.
 - vi.** Maintain expertise of community-based services available to address healthcare and other supportive service needs. Agency will provide information and referral to survey participants for STI testing, healthcare services, supportive services, housing, case management or other wrap around services requested by participants.
- (d)** Data Management and Dissemination.
 - i.** Manage the analysis, interpretation and summary data products from each survey cycle.
 - ii.** Produce annual data reports, publications and presentations.
 - iii.** Submit required data to CDC.
 - iv.** Maintain partner-oriented, professional relationship with community members identified during assessment to ensure ongoing respectful project

collaboration, conducting community presentations and sharing survey results.

(18) Opioid Settlement Prevention, Treatment, and Recovery (PE19-37)

The purpose of Opioid Settlement Prevention, Treatment, and Recovery (OSPTR) project is to provide evaluation of the OSPTR Board (House Bill 4098) efforts to allocate the State’s portion of Oregon’s opioid settlement funds.

LPHA’s responsibilities:

- (a)** Conduct an evaluation of OSPTR Board process and function:
 - i.** Meet regularly with the OSPTR Board and Data Subcommittee, and with IVPP staff, to plan for evaluation and review results;
 - ii.** Create and implement an evaluation plan;
 - iii.** Provide a summary of evaluation findings to the OSPTR Board for discussion; and
 - iv.** Create a final evaluation report the includes recommendations.
- (b)** Conduct an evaluation of Save Lives Oregon Harm Reduction Clearinghouse:
 - i.** Meet regularly with Clearinghouse staff, IVPP staff, and leadership team to plan for evaluation and review results;
 - ii.** Create and implement an evaluation plan;
 - iii.** Provide a summary of evaluation findings to the OSPTR Board for discussion; and
 - iv.** Create a final evaluation report that includes recommendations.
- (c)** Conduct formative research to inform assessment methods for a study of those who utilize Oregon data on substance use:
 - i.** Meet regularly with the OSPTR Board and Data Subcommittee, and with IVPP staff, to plan for evaluation and review results;
 - ii.** Conduct formative research to inform a data system investigation, as agreed upon with the OSPTR Board; and
 - iii.** Provide a report to the OSPTR Board.

5. General Revenue and Expense Reporting. LPHA must complete an “Oregon Health Authority Public Health Division Expenditure and Revenue Report” located in Exhibit C of the Agreement. These reports must be submitted to OHA each quarter on the following schedule:

Fiscal Quarter	Due Date
First: July 1 – September 30	October 30
Second: October 1 – December 31	January 30
Third: January 1 – March 31	April 30
Fourth: April 1 – June 30	August 20

6. Performance Measures.

Not applicable