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# CY 2021 Health Equity Plan Submission

# Template and Instructions

**Purpose:**

This template should be completed by CCOs for the CY 2021 Health Equity Plan (HEP) Update submission due August 10, 2021. The purpose of this template is to combine and streamline all three referenced requirements in Exhibit K, 10, Health Equity Plans including the: **Health Equity Plan Update, Annual Training and Education Report, and the Annual Health Equity Assessment Report**. Completion of this template and referenced documents will comply with all HEP reporting requirements for CY 2021.

**Reporting Requirements:**

* Must be written in 12-point Arial font with single spacing to meet readability and accessibility standards.
* All pages should be clearly numbered.
* This report has an **overall 73-page maximum** **with specific page-limit guidelines per section**. Page limits exclude supporting documentation. **While OHA has provided generous page limit guidelines to accommodate each CCOs unique needs and experience, OHA encourages CCOs to provide comprehensive responses while being as brief as possible.**
* Supporting documentation is required and must be relevant to the item being addressed.
* All supporting documentation referenced in the narrative portion must be clearly labeled to reflect the content (e.g., CCOxyz\_LEP\_Policy). Please include document names and page numbers when referencing supporting documentation. Documents that are not referenced in the narrative but are submitted will not be reviewed.
* The HEP Progress Report and relevant supporting documentation must be submitted to CCO.MCODeliverableReports@dhsoha.state.or.us by the due date.

**For question regarding the instructions or templates please contact:**

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**INSTRUCTIONS**

**Section 1: Health Equity Plan Update**

Completion of this section complies with Exhibit K, sections 10.a.3 and 10.c.2 and should be completed based on your 2020 HEP Evaluation and Feedback received from OHA based on your Year 1 Health Equity Plan submissions. All CCOs were provided a copy to that evaluation. **CCOs are required to provide an update on any area in their HEP where they received a score less than “2 – meets requirements.”** This section allows CCOs to provide an update on their previously submitted Health Equity Plans and new or updated Strategies for the eight Focus Areas for CY 2021. **This section has a 40-page maximum not counting referenced supporting documentation.**

**Section 2: Annual Training and Education Report**

Completion of this section complies with Exhibit K, sections 10.d.8 and 10.d.9 and includes reporting on CY 2020 training activities as well as current year planned training activities. CCOs should complete the separate Excel reporting template named 2020 and 2021 Organizational and Provider Network DEI Training and Plan Template and attach it with your submission. While not required, if CCOs provided any trainings to their **provider network**, CCOs are encouraged to report on it. Additionally, if you have any additional updates or changes to your Organizational and Provider Network Cultural Responsiveness, Implicit Bias, and Education Plan, CCOs are encouraged to complete the narrative. **This section has a 3-page maximum not counting referenced supporting documentation or required Excel templates.**

**Section 3: Annual Health Equity Assessment Report**

Completion of this section complies with Exhibit K, sections 10.e.1 and includes reporting on progress on CY 2020 Focus Areas and general HEP implementation and community engagement efforts. **This section has 30-page maximum not counting referenced supporting documentation.** Please see template for further details on page limits.

**TEMPLATE**

**Section 1: Health Equity Plan Update (40-page maximum - not including attachments)**

CCOs should reference the HEP evaluation and feedback received from OHA on their CY 2020 Health Equity Plan submission and complete the table below for each section where they scored less than a “2 – meets requirements,” duplicating the table as needed. CCOs should provide a narrative on they addressed the feedback and/or any areas of improvement noted. Only include attachments if they are new or have been revised from original submission (only new or revised policies, procedures, dashboards, etc.) Ensure to comply with required reference and labeling instructions for all supporting documents as outlined on page 1 of this document.

CCOs are asked to enter narrative in the grey **sections below.**

|  |  |
| --- | --- |
| ***Section******Number*** | <insert section number (i.e. 1.3, 1.4)> |
| <Insert OHA provided feedback> |
|  <Insert Narrative on updates/actions taken based on feedback received under each section number and element> |
| List of Attachments related to this response if applicable: |

CCOs are also required to provide an update on their CY 2021 Focus Area efforts. CCOs are asked to **complete the table below for each Focus Area**. Duplicate the table and/or rows as needed. For each Focus Area, indicate if this is a Continuation, Updated, or New Strategy and complete the table as directed.

|  |
| --- |
| **Year 2: Focus Area Updates** |
| <Insert Focus Area Name (i.e. Demographic Data > |
| **Select one:** 🞎 Continued (no further information required)🞎 Modified from year 1 (complete appropriate section below)🞎 New strategy (complete appropriate section below) |
| **Modified from year 1** |
| **Select area that has been modified from Year 1**🞎 Strategy has been modified🞎 Goal(s) have been modified🞎 Activities have been modified🞎 Metrics have been modified |
| **Modification**<insert narrative describing modifications from year 1 submission> |
| **Reason**<insert narrative describing the rationale for the modification from year 1 submission> |
| **For New Strategies ONLY** |
| **New Strategy:** *<Insert new strategy as applicable>* |
| **Background/Context:***< insert narrative describing the context for why this strategy was selected>* |
| **Issues and barriers:***< insert narrative describing the barriers/issues related to focus area that will be addressed by strategy.>* |
| **Goal 1:** *<Insert new goal(s) to achieve strategy as applicable>* |
| **Baseline:***<insert baseline information>* | **Metric/Measure of success:***<insert metrics>* |
| **Monitoring:***<insert monitoring plan and timeline>* | **Person responsible:***<insert name or position of individual charged with monitoring progress>* |
| **Resources Needed:** *<list internal and external resources needed to achieve goals>* |

**Section 2: Annual Training and Education Report (3-page maximum - not including required templates or attachments)**

For this section CCOs are required to report on their 2020 **staff training** as outlined in their Organizational and Provider Network Cultural Responsiveness, Implicit Bias, and Education Plan. While not required, if CCOs provided any trainings to their provider network, CCOs are encouraged to report on it.

Please complete the separate **Excel reporting template named 2020 2021 Organizational and Provider Network DEI Training and Plan template** and attach it with your report submission (please note there are two tabs to this worksheet). Additionally, if you have any updates to your Organizational and Provider Network Cultural Responsiveness, Implicit Bias, and Education Plan for 2021, please describe them below.

*<insert narrative on any changes or updates to your Organizational and Provider Network Cultural Responsiveness, Implicit Bias, and Education Plan>*

**Section 3: Health Equity Assessment Report (total of 30-page maximum - not including required templates or attachments)**

CCOs are required to report on progress made towards CY 2020 Health Equity Plan Focus Area strategies and goals. Please complete the below table for each year 1 Focus Area, duplicating the table as needed. **This sub-section has a 15-page maximum.**

|  |
| --- |
| **Year 1: Focus Area**  |
| <Insert Focus Area Number and Name, (*i.e. Focus area 1: Grievance and Appeals System)>* |
| **Year 1 Progress Report** |
| **Year 1 Strategy:** *<insert your year 1 strategic goal for this area as noted in year 1 HEP submission>* |
|  | **Year 1 Goal:***<Insert year 1 goal(s) to achieve strategy>* |
|  | **Baseline (if any):***<enter baseline information>* | **Metric/Measure of success:***<Enter metrics set on Year 1 HEP>* |
|  | **Progress to date :** *<Insert narrative here answering the following: did you achieve your goal, tasks/activities that were completed, roadblocks that have been identified but solved, any timelines that have been changed, what challenges or successes did you experience>* |
|  | **Supporting Documentation:** *<Insert Name of File referenced>* |

**Stakeholder engagement question:**

Please provide a brief narrative on your actions to date to share any HEP progress and provide HEP updates to stakeholders. Your response should identify the stakeholders, a timeline for engagement, and engagement methods. Additionally, address any impacts COVID-19 has had on your community engagement efforts and steps taken to mitigate them. **This sub-section has a 2-page maximum.**

<Insert narrative response>

**Advancing Health Equity and Community Accountability – Impacts of developing and implementing a Health Equity Plan Questions (This sub-section has an overall 13-page maximum as outlined below)**

Please respond with a brief narrative to each of the following questions. This section is NOT OPTIONAL. Please note page limits per question.

1. Please describe any changes to your overall organization based as a result of developing and implementing your HEP in the following areas. CCOs are asked to address all four areas below in their response. ***(4 pages maximum)***
	1. Organizational commitment:

<Insert narrative>

* 1. Organizational infrastructure:

<Insert narrative>

* 1. Organizational culture:

<Insert narrative>

* 1. Organizational partnerships, specifically any actions taken to build and foster relationships and trust with culturally specific community-based organizations and/or grassroots community members.

<Insert narrative>

1. While it may be too soon for any objective measures, OHA is interested in hearing about any changes you have *observed* in the following areas. CCOs are asked to address all four areas below in their response ***(4 pages maximum)***
	1. Staff awareness of, and capacity to, address health equity:

<Insert narrative>

* 1. Leadership awareness of, and commitment to, including resource allocation, for addressing health equity:
	<Insert narrative>
	2. Services to your members, specifically to those facing health inequities: <Insert narrative>
	3. Staff, leadership, or provider network diversity:

<Insert narrative>

1. In what ways do you see the development and implementation of your health equity plan advancing your CCO efforts at: ***(3 pages maximum)***
	1. The equitable distribution or redistribution of resources (staff FTE, funding, priorities) towards achieving health equity? Please especially share what, if any, efforts were made to align resources to support culturally specific community-based organizations and/or grassroots community members within the scope of the CCO’s health equity efforts.

<Insert narrative>

* 1. The equitable distribution or redistribution of power (decision-making, authority, or influence) towards achieving health equity?

<Insert narrative>

* 1. Recognizing, reconciling, and rectifying historical and contemporary injustices?

<Insert narrative>

1. What support, if any, do you need from Oregon Health Authority (OHA) to continue pursuing health equity? ***(1 page maximum):***

<Insert narrative>

1. Please share one example of an innovative program, strategy, or change you have made at your CCO that has propelled your journey towards health equity that you are proud of. ***(1 page maximum):***

<Insert narrative