



August 30, 2020

## General Frequently Asked Questions

### COVID-19 Community-Based Organization Grantees

#### 1. *What reporting am I required to do and when?*

Progress reports that document a CBO's reach and activities are due on September 11, 2020 (date extended from August 31, 2020) and January 31, 2021.

CBOs will also submit budget reports on September 30, 2020 and January 31, 2021. The financial report template is posted on our website at [www.healthoregon.org/communityengagement](http://www.healthoregon.org/communityengagement).

#### 2. *What trainings do I need to take?*

All CBOs must complete the following trainings:

1. General Onboarding Training. This is available on OHA's [website](#) as a YouTube video and the slides are available.
2. Topic specific live trainings. This includes training focused on Wraparound Support, Contact Tracing and Outreach and Engagement. CBO staff should participate in each of the trainings for the Scope of Work they are funded for. These trainings will be provided at least one time per week on Zoom through the end of September 2020. Each staff member or volunteer who will be working in this area will need to complete this training.
3. CBOs funded for social services/wraparound supports and/or contact tracing will need to take the Oregon Information Security and Privacy Training on iLearn.
  - Webpage: <https://ilearn.oregon.gov>
  - Click "Create Account"
  - Create account
  - Search for "ISPO"

- Click on “DHSOHA – 2020 Information Security and Awareness Privacy Training”
- Click “Open Item” to start the course
- After the course is completed, please save the course certificate.
- A guide for getting started in iLearn can be found [here](#). Please submit a copy of your staff or volunteer’s completion certificates to your Community Engagement Coordinator.

4. CBOs funded for Contact Tracing will need to complete Contact Tracing Fundamentals Training and ARIAS onboarding training. They will also need to watch a confidentiality video coming soon as a part of the ARIAS training. More information can be found in the Contact Tracing FAQ.

For more information visit our website which has an updated [training schedule](#).

We will host fiscal trainings which are optional. We encourage staff or volunteers who are completing budgeting and fiscal information to attend these trainings. More information is available on our website.

### ***3. Where can I access personal protective equipment (PPE)?***

CBOs can use their OHA budget to purchase PPE they need for their staff and for their scope of work, including community events.

If a CBO cannot find what they need for PPE through their regular purchasing, please let your Community Engagement Coordinator know.

### ***4. Am I required to complete a Memorandum of Understanding (MOU) with the local public health authorities I work with?***

Yes, a MOU is needed to support coordination and sharing Protected Health Information (PHI) between CBOs and local public health for the purposes of contact tracing and exchanging referrals for social services/wraparound supports. An MOU is not a requirement for CBOs that are doing community engagement only as this work does not involve sharing protected health information.

A MOU template is available from your Community Engagement Coordinator. OHA would like you to complete the MOU as soon as you begin working with your local public health authority.

***5. Do we have metrics developed yet for how CBOs are expected to track the number of people served?***

Yes! OHA's template for a monthly reporting form will be posted online at [www.healthoregon.org/communityengagement](http://www.healthoregon.org/communityengagement). OHA will send a quarterly report electronically to each CBO at the end of each quarter. The deadline for Quarter 1 reporting has been extended to September 11, 2020.

***6. Where can I buy cleaning supplies in bulk?***

CBOs can use any existing retail option to purchase cleaning supplies.

**Document Accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact Mavel Morales at 1-844-882-7889, 711 TTY or [OHA.ADAModifications@dhsoha.state.or.us](mailto:OHA.ADAModifications@dhsoha.state.or.us).