COP-RCORP Consortium Meeting

February 8, 2019

9:00-10:30am

Roll Call and Attendance

- Ashtabula
- Fairfield
- Sandusky
- Seneca
- Washington
- Ohio University
- PIRE

COP-RCORP Website and Logo

- https://www.communitiesofpractice-rcorp.com/

- We need each community submit a photo for the logo.

- Decision Point: Are we okay with this logo to represent our Consortium?

Review of All HRSA Deliverables

1. COP-RCORP Consortium MOU
2. Local Consortium MOUs
3. Needs & Gap Assessment
4. Capacity Assessment
5. Strategic Plan for OUD Prevention, Treatment, and Recovery
6. Comprehensive Workforce Plan
7. Sustainability Plan
8. Website

COP-RCORP Consortium MOU: Requirements & HRSA's Assessment

1. Identify the organization's roles and responsibilities in the project √

2. Identify the activities in which the organization will be included √

3. Identify the organization's expertise that is pertinent to the project X

4. Identify the organization's length of commitment to the project √

5. Indicate the organization's understanding of the benefits the consortium will *bring to its members* and to the target rural service area (more specific) X (Partial Credit ☺)

6. Indicate the organization understands that the RCORP Planning award is to be used for the activities proposed in the consortium work plan, that the activities must exclusively benefit populations in the target rural service area, and that the award is not to be used for the exclusive benefit of any one consortium member. X

7. Identify the by-laws (*optional*) and governing structure of the consortium √

COP-RCORP Consortium MOU: Questions

1. Do we want to recreate the Consortium MOU "from scratch" and all sign? *or* do we want to create an amendment for the Consortium MOU and all sign?

2. Who wants to be involved in either recreating the MOU or creating the amendment?

3. How will we approve the new document as a group?

COP-RCORP Consortium MOU: Decision Point

What is our timeframe?

- Create document
- Approve the document as the COP-RCORP Consortium
- Fully execute the document

Local Consortium MOUs: Tasks

- Continue to build your local consortia!
- Formalize local community consortiums with signed MOUs
  - Contact partners identified in proposal
  - Identify other partners
  - Formalize agreement with them using HRSA's MOU template
  - Deliverable = signed local MOUs
  - Need at least three other organizations to be considered a local community consortium

Local Consortium MOUs: Resources

- Resources will be forthcoming on website
  - HRSA's MOU Template
  - Annotated version of the MOU template
  - On-demand Webinar
  - Will send an email when available

Local Consortium MOUs: Questions

How do we want to review local MOUs for HRSA-required elements?

- Internal (COP-RCORP) review?

- HRSA review?

Local Consortium MOUs: Decision Point

With the understanding that MOUs can be added at any time until the end of the project (September 30, 2019), we need to set a workplan deadline for the following tasks:

- Watch the technical assistance videos and review materials on the COP-RCORP website
- Have conversations with local partners and introduce the idea of a more formal MOU that complements the letters of commitment you received during the proposal
- Draft local MOU with the template provided by HRSA
- Review of MOU to ensure HRSA-approved
- Fully execute local MOU - signed by minimum number of three (3) partners and your organization (4 total)

Needs Assessment: Task

- Conduct a detailed analysis to identify <u>opportunities and gaps</u> in:
  - OUD prevention,
  - OUD treatment (including MAT), and/or recovery
  - Prevention, treatment, recovery workforce, services, and access to care within the target rural service area and
  - Existing federal, state, and local OUD resources that could be leveraged within the rural community.

Needs Assessment: Task

- Create a community-friendly needs assessment

  - Follow the steps outlined in the Guidance Document:

    1. Develop an Introduction/Summary
    2. Review Your Community's Data and Identify Gaps/Changes/Additions
    3. Explore Best Practices for Facilitating Stakeholder Meeting
    4. Convene a Stakeholder Meeting with Feedback on Needs Assessment Items
    5. Arrange Your Data, Determine Format, and Complete Draft Needs Assessment
    6. Feedback, Edits, and Finalization of Needs Assessment

Needs Assessment: Resources

- Guidance document
- Data and narrative from grant proposal
- Excel file with community data and list of sources
- Task form
- TA throughout the process

Needs Assessment:
Task Form

- Document to help you plan out the process of completing your needs assessment.
- For each step/task you will indicate:
  - Point person
  - Key people to involve
  - Your internal deadline
    - Keep in mind that the strategic plan and workforce plan are due by September 30. What is a realistic deadline for completion of your needs assessment?
- During check-ins, your TA provider will ask about progress and what TA support is needed.
- Living document – there will likely be changes.

Needs Assessment: Action Item

With your COP-RCORP project team:

- Review the Guidance Document and materials for developing your community needs assessment.

- Prior to your next TA call, complete the task form and send to your TA provider.

- Begin work on your needs assessment.

Update Workplan

- Workplan = living project guidance document
- Per HRSA:
  - We have the flexibility to update the workplan as the Consortium deems necessary.
  - We are required to submit our updates to HRSA. Our next HRSA calls are 2/12 (PIRE) and 2/13 (OU). We need to update them and ideally share an updated workplan.
- Today, we have discussed adjusted deadlines for:
  - Core Activity 1: Developing and Strengthening the Consortium
  - Core Activity 2: Needs Assessment
  - Core Activity 3: Strategic Plan

Update Workplan: Questions:

- How does the group want to review and approve the adjusted workplan?

- How much time do we need collectively review and approve the adjusted workplan?

Update Workplan: Decision Point:

- When do we want to submit the workplan to HRSA?

What's Next!
Capacity Assessment Preview

- <u>Why</u>:
  - We need to see how ready we are to take action!
  - Consortium and community capacity & readiness are key aspects of needs assessments
- <u>What</u>: Multiple choice assessment of consortium leadership, capacity, and skills
  - Also demographic, environmental, or cultural factors that may have introduced barriers and had an impact on opioid related activities in your community.
    - Example: "Members of our consortium share a common understanding of the opioid use disorder problem." (agree to disagree)
  - No identifying information about your consortium's initiative will be tied to this information.

Capacity Assessment: Questions

- We want to be culturally relevant when we work with your community, including in the following:

- <u>How</u> should we administer this?
  - Would you prefer a web-based (email) or paper-based (mail) assessment?

- <u>Who</u> can help our local consortia complete this assessment?
  - What partners/ potential partners do you think need to be included in the assessment?
  - What might outreach to partners look like?
    - Previous projects have used an initial email from the project lead (you) that contacts partners and includes us
    - We can then follow up with more information about the assessment

Capacity Assessment: Decision Point

- We'd like you to think about how you would generate a list of partners / potential partners to be included in the capacity assessment.

- Next month we will revisit the Capacity Assessment and next steps.

- If you have taken this survey before, we will reach out to you individually to ensure that you are not repeating information you have already provided.

Wrap Up/Bringing it All Together

- HRSA
  - What questions do communities have for HRSA?
  - Do the communities have any interest in joining our monthly HRSA calls? Maybe highlight one community per month?

Key Next Steps

1. Schedule your standing calls with your TA provider. Be open with your TA provider so we can support you!

2. Expect a doodle poll for a standing monthly COP-RCORP Consortium meeting.

3. Send a picture that represents your community to April (aschweinhart@pire.org).

4. Be responsive to any requests about the COP-RCORP Master Consortium MOU or updated COP-RCORP Workplan.

5. Once you receive the links to the local MOU guidance, start working on the local MOUs.

6. Once you receive the links to the needs assessment guidance, review the documentation, complete the "Task Form" and send it your TA provider.

7. Think about potential contacts for the capacity survey. We will resume this conversation next month.