



## Monthly Grant Reporting Guidance: Community Health Workers for COVID Response and Resilient Communities

The monthly reports serve as a narrative that records, summarizes and details the monthly work of Community Health Workers (CHWs). The Rhode Island Department of Health (RIDOH) utilizes the monthly reports to track the status and progress of goals that align with the three key strategies of the Community Health Workers for COVID Response and Resilient Communities (CDC-RFA-DP21-2109) grant in Rhode Island.

**The overarching strategies under Component B of this grant are:**

- 1) **TRAIN** CHWs to ensure comprehensive acquisition and reinforcement of relevant knowledge, roles, and skills;
- 2) **DEPLOY** CHWs to support the COVID-19 public health response to manage outbreaks and spread of COVID-19 among priority populations within communities; and
- 3) **ENGAGE** CHWs to help build and strengthen community resilience to mitigate the impact of COVID-19 by improving the overall health of priority populations within communities.

### Community Health Worker

Name	Date of Hire	FT/PT	CORE Start	CORE Complete	Portfolio	Applied Certification	Certified	Specialties (use letters below)
1. Sam Johns	9/1/2022	FT	4/20/2022	7/13/2022	Completed on 11/29/2022	12/1/2022	Yes	A,C,E

Specialties: A-Older Adults, B-HIV, C-Cardiovascular Disease/Diabetes, D-Oral Health, E-Chronic Pain Self-Management, F-Racism and Social Justice, G-CHW Supervisor, H-Mental Health First Aid, I-Public Health, J-Unite US, O-Other: (Specify)

The following “**Community Health Worker**” table follows the trajectory of CHWs from hiring to certification. The table should include: CHW name, date of hire, employment status (full or part time), CORE completion status, portfolio development, certification status and specialty training completion. The information in this table allows us to follow the journey of CHWs to certification and provides critical information to ensure that CHWs are completing relevant training that will inform their work in the community.

**CHW at the Table: Meetings/Networking Attended**

CHW Name	Meeting Name	Date	Time	Regularity	CHW Role
1. Sam Johns	HEZ Steering Committee	12/14/22	8:00am – 9:00am	Monthly	Sam provided a status update of CHW work to the Committee. He also represented the xxxx HEZ in a discussion on how CHWs can be supported in community outreach.

The “**CHW at the Table: Meetings/Networking Attended**” table is in alignment with the “Deploy” tenet of the CHW Initiative, allowing us to understand how CHWs are being integrated into organizations outside of frontline work. The table should be populated with CHW name, meeting name, date, time, how often the meeting was attended, in addition to the roles that CHWs played. CHW roles can include networking, advocacy, listening, delegating, strategizing, and active participation in decision making. One central goal of the initiative is for CHWs to be involved in more than frontline roles and to actively participate in leadership tables that influence policy and systems change.

**Activities conducted during reporting period (CHW caseload, screenings, referrals/status, CHW communication/outreach and numbers of individuals reached, e.g., vaccine confidence, disease prevention strategies)**

Venue	CHW Name	# of Encounters	# of Screenings	Type of Referrals; Health Condition (If Applicable)	Type of Referrals; Social Service (If Applicable)	Notes (Outcome)
Cranston Community Outreach Event	Sam Johns	50	20	Choose an item.	Food (including food banks, SNAP, WIC)	10 individuals were referred to the local Cranston food bank. They were also provided with a form to fill out their personal details to determine federal assistance eligibility. All individuals were eligible for SNAP and were provided with assistance completing the application process.

Cranston Community Clinic	Sam Johns	50	20	Diabetes management	Choose an item.	10 clients were provided with Diabetes Management Education. Sam educated them on what makes blood sugar levels rise and fall — and how to control these day-to-day factors. After the educational session, the clients were given a booklet that can help create a diabetes self-care plan to manage the condition. The booklet contained information on healthy eating, exercise, reducing stress, smoking cessation etc.
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The “**Activities Conducted During Reporting Period**” table supports the “Engage” strategy of the initiative to understand the activities performed by CHWs to address COVID-19 and health inequity among marginalized populations. Reports should include CHW name and location of activity ranging from home, school, clinic, organization, outreach events etc. (venue). The numbers of encounters—signifying number of CHW interactions with clients and numbers of clients screened for health and social related needs—should also be reported. Identify if clients were referred by CHWs for the specific named health and/or social conditions listed in the drop downs. Multiple health conditions and social services can be reported by copying and pasting the drop down in a new line. The notes section allows for a more detailed reporting of activities conducted.

Below the tables, the “**Accomplishments/Progress,**” “**Problems encountered, solutions to address problems, and impact on schedule,**” and “**Updates**” sections should be populated with information on progress, facilitators, barriers, and solutions to problems identified. The US Centers for Disease Control and Prevention (CDC) encourages reporting on challenges faced, so please do not hesitate to share any obstacles you have faced. When reporting on Health Equity Zone (HEZ) activities, ensure that you are highlighting the CHW role in HEZ meetings, activities, and community outreach. The monthly reporting form should solely relate to the CHW grant and the Scope of Work (SOW). RIDOH will use this data to ensure CHWs are deployed and integrated into care teams and engaged in communities. Responses may lead to better project implementation, treatment, training, and engagement of CHWs across teams and communities. This is a chance to tell your story of the great work that is happening!

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