



INDIAN HEALTH SERVICE EVALUATION SERVICES URBAN 4-IN-1 EVALUATION

Training & Technical Assistance (TTA) Webinar

Presented by
Kauffman & Associates, Inc. (KAI)

INSTRUCTIONS FOR PARTICIPATING

- Join audio—all lines will be muted upon entry
- Dial in by phone

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+1 646 828 7666 US (New York)

+1 669 216 1590 US (San Jose)

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Today's Meeting ID:

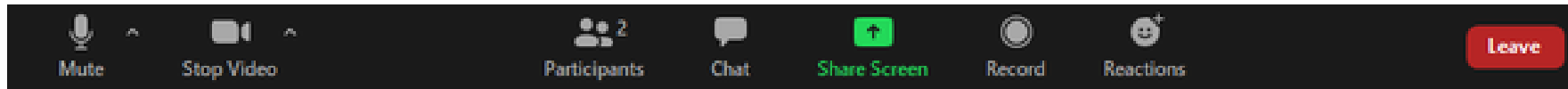
918 1903 6473








Passcode: 312673

- Press *6 to mute/unmute
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INSTRUCTIONS FOR PARTICIPATING

- The participant controls appear at the bottom of your screen



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- **Chat**  : Access the chat window to **chat with other participants**.

Disclaimer

All information is intended for your general knowledge only. The views expressed in this webinar do not necessarily represent the views, policies, and positions of the Indian Health Service (IHS), the U.S. Department of Health and Human Services, or the U.S. government.



INDIAN HEALTH SERVICE EVALUATION SERVICES URBAN 4-IN-1 EVALUATION

April 28, 2022, at 12 p.m. Eastern

PRESENTER INTRODUCTIONS



Katie Visnius, BS
KAI's Moderator



Crystal Tetrick, MPH
Otoe Missouria Tribe
KAI's Facilitator

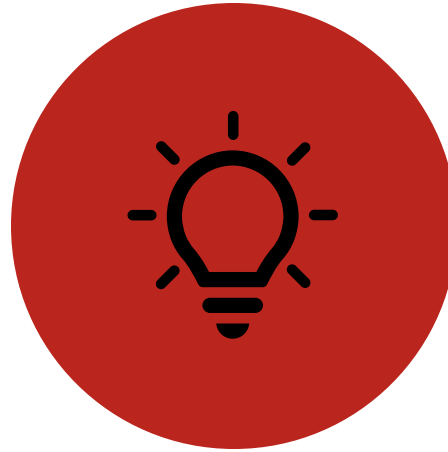
PURPOSE

1. Support improvements with quarterly reporting
 - The first two webinars are now posted on the OUIHP website
2. Clarify sections in the quarterly reporting template where gaps and inconsistencies were identified in Quarter 3 reports
3. Review use of the grantee technical assistance request form to submit questions about the quarterly reporting template

OBJECTIVES



Highlight the importance of accurate data collection to inform progress on grant objectives



Use examples to provide clarification on sections of the quarterly reporting form, based on previously identified gaps or inconsistencies



Demonstrate use of the grantee technical assistance request form via Smartsheet

BACKGROUND

4-in-1 Grant

Title V of the IHClA (PL 94-437) authorized funding for the development of health programs in urban areas to make health services more accessible to urban Indians.

Quarterly Progress Reporting

4-in-1 grantees are required to provide quarterly progress updates on goals, objectives, measures, services, and program changes for each of the four program areas described in their application, including their unmet needs and recommendations.

OVERVIEW OF THE REVISED QUARTERLY REPORT FORM

The revised form makes it possible to

1. Report progress updates and unmet needs on one fillable electronic form
2. Track objectives in a quantifiable way
3. Track progress throughout the grant year
4. Collect meaningful outcome data to evaluate the 4-in-1 grant program

OVERVIEW OF THE REVISED QUARTERLY REPORT FORM (CONT.)

- Instructions for completing the form are more clear
- Text boxes now have character limits
- Form sections are more clearly outlined
- More inclusive reporting on a single form
 - Section A2. Unmet Needs
 - Section A3. Recommendations
 - Section C. Program Approaches

REVIEW OF EXAMPLES IN THE FOLLOWING SECTIONS

- Section B. Progress Toward Objectives
- Section C. Program Approaches

SUMMARY OF SECTION B. PROGRESS TOWARD OBJECTIVES

- Decrease in responses for the second service row across the four program areas suggests data are missing
- Descriptions of services that vary in the level of detail highlight a lack of specificity

B. Progress Toward Objectives

Instructions: Please indicate the cumulative percent of the objectives by entering your total number of tasks as the "Target" number and your total number of completed tasks as the "Actual" number.

B2. Immunization Work Plan		
Service	Objective	Percent of Objective completed
		<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> 0% 100% </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> 0% <div style="border: 1px solid black; padding: 5px; text-align: center;">Target</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Actual</div> </div>
		<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> 0% 100% </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> 0% <div style="border: 1px solid black; padding: 5px; text-align: center;">Target</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Actual</div> </div>

SUMMARY OF SECTION B. PROGRESS TOWARD OBJECTIVES (CONT.)

B. Progress Toward Objectives

Instructions: Please indicate the cumulative percent of the objectives by entering your total number of tasks as the "Target" number and your total number of completed tasks as the "Actual" number.

B2. Immunization Work Plan		
Service	Objective	Percent of Objective completed
<i>Adult immunization</i>	<i>"60% of adults ages 50 and older received a flu shot by March 31, 2022."</i>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 100%; border: 1px solid gray; height: 20px; margin-bottom: 5px;"></div> <div style="text-align: center;">0% 100%</div> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="text-align: center;">0%</div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Target <input style="width: 30px; height: 20px;" type="text"/></div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Actual <input style="width: 30px; height: 20px;" type="text"/></div> </div>
<i>Only focused on one service this quarter.</i>	<i>Only focused on one objective this quarter.</i>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 100%; border: 1px solid gray; height: 20px; margin-bottom: 5px;"></div> <div style="text-align: center;">0% 100%</div> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="text-align: center;">0%</div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Target <input style="width: 30px; height: 20px;" type="text"/></div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Actual <input style="width: 30px; height: 20px;" type="text"/></div> </div>

SUMMARY OF SECTION B. PROGRESS TOWARD OBJECTIVES (CONT.)

Descriptions with Limited Specificity

Example for Service:
"Immunization"

Example for Objective:

"Provide immunizations to ensure all are up to date with their immunizations."

B. Progress Toward Objectives

Instructions: Please indicate the cumulative percent of the objectives by entering your total number of tasks as the "Target" number and your total number of completed tasks as the "Actual" number.

B2. Immunization Work Plan		
Service	Objective	Percent of Objective completed
		<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> 0% 100% </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> 0% <div style="border: 1px solid black; padding: 5px; text-align: center;">Target</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Actual</div> </div>
		<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> 0% 100% </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> 0% <div style="border: 1px solid black; padding: 5px; text-align: center;">Target</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Actual</div> </div>

EXAMPLE OF A SMART OBJECTIVE

Specific

Measurable

Achievable

Relevant

Time-based

"Provide immunizations to ensure that at least 75% of children ages 0–15 months are up to date with their immunizations by March 31, 2022."

SUMMARY OF SECTION B. PROGRESS TOWARD OBJECTIVES

B. Progress Toward Objectives

Instructions: Please indicate the cumulative percent of the objectives by entering your total number of tasks as the "Target" number and your total number of completed tasks as the "Actual" number.

B2. Immunization Work Plan		
Service	Objective	Percent of Objective completed
<i>Immunization of children</i>	<i>"Provide immunizations to ensure that at least 75% of children ages 0–15 months are up to date with their immunizations by March 31, 2022."</i>	<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> 0% 100% </div> <div style="text-align: center; margin-top: 10px;"> <p>0%</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Target <input type="text"/></div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Actual <input type="text"/></div> </div> </div>
<i>Only focused on one service this quarter.</i>	<i>Only focused on one objective this quarter.</i>	<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> 0% 100% </div> <div style="text-align: center; margin-top: 10px;"> <p>0%</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Target <input type="text"/></div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Actual <input type="text"/></div> </div> </div>

DEMONSTRATION OF SECTION B. PROGRESS TOWARD OBJECTIVES

B. Progress Toward Objectives

Instructions: Please indicate the cumulative percent of the objectives by entering your total number of tasks as the "Target" number and your total number of completed tasks as the "Actual" number.

B2. Immunization Work Plan		
Service	Objective	Percent of Objective completed
		<div style="display: flex; justify-content: space-between;"><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></div> <div style="display: flex; justify-content: space-between;">0%100%</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="text-align: center;">0% Target <input type="text"/></div><div style="text-align: center;">Actual <input type="text"/></div></div>
		<div style="display: flex; justify-content: space-between;"><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></div> <div style="display: flex; justify-content: space-between;">0%100%</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="text-align: center;">0% Target <input type="text"/></div><div style="text-align: center;">Actual <input type="text"/></div></div>

SUMMARY OF SECTION C. PROGRAM APPROACHES

- Some grantees did not provide examples of how their program integrated cultural or traditional practices

C. Program Approaches

C1. If your program used practice- or evidence-based approaches this quarter, please describe.

C2. If so, were the practice- or evidence-based approaches modified to include culture or tradition? Yes No

C3. How did you learn about this approach? Check all that apply.

- The approach is described on a Federal website or database of evidence-based interventions
- The approach was published in a professional book or journal
- The approach was presented at a training or conference
- The approach was reviewed and suggested by our tribal elders
- The approach emerged from community leaders who found the practices have been effective in our community or a community similar to ours
- Other, please explain:

C4. If your program integrated cultural and traditional practices into program services this quarter, please describe (story-telling, traditional plants, sweats, etc).

C5. For this quarter, please describe how the program has made a difference or had an impact on the community. You may include links to photos, short videos or digital stories.

SUMMARY OF SECTION C. PROGRAM APPROACHES (CONT.)

Examples

“Outpatient treatment programs include in-person Talking Circles and Smudging. Telehealth Talking Circles are in development.”

“We continue to provide in-person Talking Circles and smudging as part of our SUD treatment program.”

“We did not integrate any cultural or traditional practices into program services this quarter.”

C. Program Approaches

C1. If your program used practice- or evidence-based approaches this quarter, please describe.

C2. If so, were the practice- or evidence-based approaches modified to include culture or tradition? Yes No

C3. How did you learn about this approach? Check all that apply.

- The approach is described on a Federal website or database of evidence-based interventions
- The approach was published in a professional book or journal
- The approach was presented at a training or conference
- The approach was reviewed and suggested by our tribal elders
- The approach emerged from community leaders who found the practices have been effective in our community or a community similar to ours
- Other, please explain:

C4. If your program integrated cultural and traditional practices into program services this quarter, please describe (story-telling, traditional plants, sweats, etc).

C5. For this quarter, please describe how the program has made a difference or had an impact on the community. You may include links to photos, short videos or digital stories.

SUMMARY OF SECTION C. PROGRAM APPROACHES (CONT.)

- Some grantees did not provide examples of how their program made a difference or had an impact on the community.

C. Program Approaches

C1. If your program used practice- or evidence-based approaches this quarter, please describe.

C2. If so, were the practice- or evidence-based approaches modified to include culture or tradition? Yes No

C3. How did you learn about this approach? Check all that apply.

- The approach is described on a Federal website or database of evidence-based interventions
- The approach was published in a professional book or journal
- The approach was presented at a training or conference
- The approach was reviewed and suggested by our tribal elders
- The approach emerged from community leaders who found the practices have been effective in our community or a community similar to ours
- Other, please explain:

C4. If your program integrated cultural and traditional practices into program services this quarter, please describe (story-telling, traditional plants, sweats, etc).

C5. For this quarter, please describe how the program has made a difference or had an impact on the community. You may include links to photos, short videos or digital stories.

SUMMARY OF SECTION C. PROGRAM APPROACHES (CONT.)

Examples:

"This program made quite a bit of difference for the patients at [Grantee]. PT's were able to attend virtual classes which kept them connected. Classes were in cooking, traditional art and craft projects and exercise and on other healthy behaviors."

"We continue to see impact on healthy behaviors due to our virtual cooking classes."

"We did not see any direct impacts as a result of our program approaches this quarter"

C. Program Approaches

C1. If your program used practice- or evidence-based approaches this quarter, please describe.

C2. If so, were the practice- or evidence-based approaches modified to include culture or tradition? Yes No

C3. How did you learn about this approach? Check all that apply.

- The approach is described on a Federal website or database of evidence-based interventions
- The approach was published in a professional book or journal
- The approach was presented at a training or conference
- The approach was reviewed and suggested by our tribal elders
- The approach emerged from community leaders who found the practices have been effective in our community or a community similar to ours
- Other, please explain:

C4. If your program integrated cultural and traditional practices into program services this quarter, please describe (story-telling, traditional plants, sweats, etc).

C5. For this quarter, please describe how the program has made a difference or had an impact on the community. You may include links to photos, short videos or digital stories.

SUMMARY OF SECTION C. PROGRAM APPROACHES (CONT.)

- For Quarter 4, there is a new section, C6, where grantees can add attachments or any additional information they want to share when reflecting on the program over the past fiscal year

C4. If your program integrated cultural and traditional practices into program services this quarter, please describe (story-telling, traditional plants, sweats, etc).

C5. For this quarter, please describe how the program has made a difference or had an impact on the community. You may include links to photos, short videos or digital stories.

C6. Reflecting on the program over the past fiscal year, how has integrating culture and tradition influenced your program outcomes? For example, attendance, patient satisfaction, sense of community, etc.

THE PROCESS OF DOWNLOADING THE QUARTERLY REPORT

The screenshot shows the IHS website with a navigation menu at the top. The main content area is titled "4-in-1 Grant Program" under the "Office of Urban Indian Health Programs". The page includes a sidebar with navigation links, a main content area with an "About" section, and a "Reports" section with a link to "Unmet Needs and Recommendations Report".

Office of Urban Indian Health Programs 4-in-1 Grant Program

About

The Indian Health Service's Office of Urban Indian Health Programs (OUIHP) awarded 33 4-in-1 grants to Urban Indian Organizations (UIOs) in Fiscal Year (FY) 2019. The 4-in-1 grant program provides funding to UIOs to ensure comprehensive, culturally acceptable personal and public health services are available and accessible to the Urban Indian population. The grants provide funding that encompass four health program areas: (1) Health Promotion and Disease Prevention Services, (2) Immunization Services, (3) Alcohol and Substance Abuse Services, and (4) Mental Health Services. Grantees are required to participate in a National Evaluation of the 4-in-1 grant program, including reports on integrated cultural interventions practiced and evidence-based approaches that are implemented, to meet the service needs of the Urban Indian population. The grants are awarded for a three-year funding cycle, which currently runs from April 1, 2019 - March 31, 2022.

Reports

- [Unmet Needs and Recommendations Report](#) [PDF - 2.7 MB]

Grantee Resources

- [4-in-1 Quarterly Reporting Template REVISED 01-07-2022](#) [PDF - 4.1 MB]
- [4-in-1 Reporting Template FAQ](#) [PDF - 357 KB]
- [4-in-1 Grant New Quarterly Reporting Template Training January 2022](#)
- [4-in-1 Grant Identifying Reporting Gaps Training February 2022](#)
- [4-in-1 Grant T&TA Request Tool](#)

- The quarterly reporting template is located on the IHS website under the 4-in-1 Grant Program section below Grantee Resources
- Download it as a PDF
- Save it to your computer
- Open in Adobe Acrobat and enter your information

DEMONSTRATION: ADDING SUPPLEMENTAL DOCUMENTS



HOW TO ADD SUPPLEMENTAL DOCUMENTS

Combine

Combine all supplemental documents into one separate PDF

Name

Follow the same naming structure but add “supplement”

Example:

ABCHealthCenter_Q4_2022_Supplement

Upload

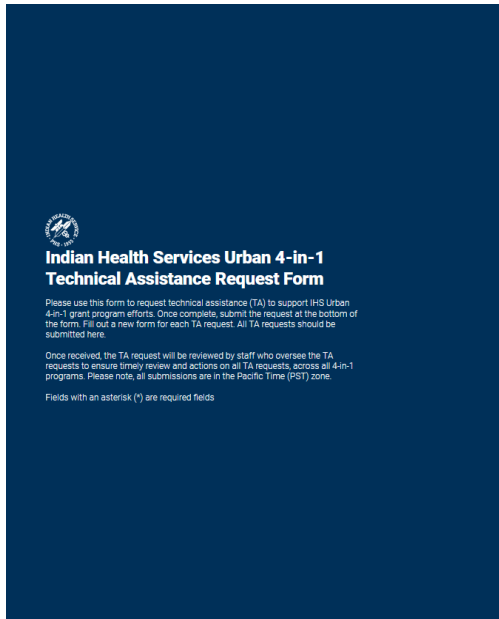
Upload the reporting form as two separate documents to GrantSolutions

PROGRESS REPORT DUE DATES

Quarterly Report	Due Date
Final Entire Year includes Quarter 4 Report <ul style="list-style-type: none">Entire year: 4/1/2021 – 3/31/2022Quarter 4: 1/01/2022 – 3/31/2022	June 30, 2022

TA REQUEST FORM

GRANTEE TA REQUESTS



The image is a screenshot of the form fields. It includes a "Date Submitted" field with a calendar icon. The "Grantee Name" field is a dropdown menu with the instruction "Identify which IHS Urban 4-in-1 grant program will directly receive TA as a result of this request." The "Name" field is a text input with the instruction "Enter your name, first and last. The name entered should be the person completing and submitting the TA request form." The "Role" field is a dropdown menu with the instruction "Indicate your role in the submission of this TA request." The "Email Address" field is a text input with the instruction "Enter your email address. The address entered should be for the individual completing and submitting the TA request form." The "Urgency Level" field is a dropdown menu with the instruction "Indicate the level of urgency for the TA request." The "TA Type" field is a dropdown menu with the instruction "Select which of the following 4-in-1 grant program focus areas you need assistance with." The "TA Topic" field is a dropdown menu with the instruction "Select which of the following 4-in-1 grant program reporting areas you need assistance with. Select all that apply." The "TA Request Description and Details" field is a large text input with the instruction "Enter a brief description about the TA request below and additional details important to responding to this request." The "Preferred TA Method" field is a dropdown menu with the instruction "Select the preferred method of TA for the request."

Requests for TA

- Were previously submitted to KAI via email by way of 4-in-1 program team and Contracting Officer Representative
- Can now be submitted directly to KAI via a web-based form
- Can be submitted by grantees *and* by 4-in-1 program team on a grantee's behalf
- Should be used by grantees if there are any questions or concerns

DEMONSTRATION: GRANTEE TA REQUESTS



Indian Health Services Urban 4-in-1 Technical Assistance Request Form

Please use this form to request technical assistance (TA) to support IHS Urban 4-in-1 grant program efforts. Once complete, submit the request at the bottom of the form. Fill out a new form for each TA request. All TA requests should be submitted here.

Once received, the TA request will be reviewed by staff who oversee the TA requests to ensure timely review and actions on all TA requests, across all 4-in-1 programs. Please note, all submissions are in the Pacific Time (PST) zone.

Fields with an asterisk (*) are required fields

Date Submitted

Grantee Name *

Identify which IHS Urban 4-in-1 grant program will directly receive TA as a result of this request.

Name *

Enter your name, first and last. The name entered should be the person completing and submitting the TA request form.

Role *

Indicate your role in the submission of this TA request.

Email Address *

Enter your email address. The address entered should be for the individual completing and submitting the TA request form.

Urgency Level: *

Indicate the level of urgency for the TA request.

TA Type *

Select which of the following 4-in-1 grant program focus areas you need assistance with.

TA Topic *

Select which of the following 4-in-1 grant program reporting areas you need assistance with. Select all that apply.

TA Request Description and Details *

Enter a brief description about the TA request below and additional details important to responding to this request.

Preferred TA Method

Select the preferred method of TA for the request.

NEXT STEPS

Post

IHS has posted the REVISED quarterly report form on the OUIHP 4-in-1 webpage

Enter

4-in-1 grantees will enter data into the REVISED report form for the most recent quarter

Request

4-in-1 grantees may request technical assistance from KAI via TTA request form

Submit

4-in-1 grantees will submit the completed quarterly report form to IHS through GrantSolutions



Q&A

