

# SCOPE OF WORK

## HIDALGO COUNTY HEALTH DEPT.



Active Living Plan Development  
Project Code: HCHD-001

### **Purpose:**

The purpose of this project is to enable Clear Impact to support the Hidalgo County Health Department in develop an Active Living Plan for residents of Hidalgo County. The Active Living Plan will promote the nutrition, physical activity, and prevention outcomes for residents in Hidalgo County. The plan's purpose is to decrease the prevalence of obesity and chronic diseases related to inactivity and poor nutrition.

Clear Impact proposes the following Scope of Work that includes the execution of three key deliverable, which will support the development of the Hidalgo County Active Living Plan:

### **Scope of Work:**

1. Training and Technical Assistance
  - a. The provision of Training and Technical Assistance to Hidalgo County stakeholders in learning and applying Results-Based Accountability™ (RBA) to their work, especially as it related to the Active Living Plan. RBA is a process and method that engages multiple stakeholders to align their contributions in order to advance large-scale social change. Hidalgo County Health Department will use RBA to establish and measure ongoing progress in improving resident health, by aligning the contributions of stakeholder efforts towards:
    - i. Promoting Nutrition, Physical Activity and Prevention Outcomes; and
    - ii. Decreasing Obesity and Chronic Disease.
  - b. This will be accomplished by engendering the following:
    - i. The development of a set of results that help the Active Living Plan working group establish a common agenda, organized into the three sections of Nutrition, Physical Activity, and Prevention Outcomes;
      1. The selection of population-level indicators from the recently published Hidalgo County Health Needs Assessment by the University of Texas Health Science Center as a way to quantify progress on the selected results;
      2. The assessment of trend-line data for those population-level indicators to determine factors inhibiting and promoting improvement;
      3. The identification of partners, and their roles, that can help address the factors;

4. The establishment and implementation of action plans as a way to assure mutual accountability in contributing to population-level outcomes
- ii. The mapping of stakeholder's program-related performance measures towards impacting population-level outcomes;
  1. The selection of appropriate performance measures by stakeholders to best understand service delivery quality and impact for clients served by services;
  2. The assessment of trend-line data for those performance measure to determine factors inhibiting and promoting improvement;
  3. The identification of partner, and their roles, that can help address the factors;
  4. The development of a set of solutions that can collectively address the factors;
  5. The establishment and implementation of action plans as a way to assure intra-organizational accountability towards improving service quality and, more importantly, strengthening client impact;
- iii. This process will follow a similar successful approach adopted by the Make the First Five County Coalition of Hidalgo County, which focused on improving early childhood outcomes for children ages 0 to 5. The benefit is that this process is now familiar to a number of the same stakeholders that will likely participate in the development of the Active Living Plan, which will help to strengthen and accelerate the process.

## 2. Clear Impact Scorecard

- a. The use of the Clear Impact Scorecard ("Scorecard") software to communicate the progress of the Active Living Plan working group. The Scorecard is an online software for strategic and performance management, specifically design to support multiple stakeholders engaging in a community impact effort via Results-Based Accountability™ (RBA). It is the only Results-Based Accountability software system available on the worldwide market today. Owned and operated solely by Clear Impact, the Scorecard will facilitate the Active Living Plan in the following important ways:
  - i. By aligning with the RBA process that the Hidalgo County Health Department utilizes to establish the Active Living Plan;
  - ii. By serving as a one-stop data repository to collect and view population indicator data, including ongoing progress as new data becomes available;
  - iii. By allowing Active Living Plan partners to select and report on performance measures connected to strategies and programs, and to use the system for continuous improvement purposes;
  - iv. By communicating progress to the wider Hidalgo community per any of the following options that are components of the Scorecard system via any of the following:

1. By embedding the Active Living Plan scorecard(s) on a website or webpage;
  2. By sharing a URL link to the scorecard(s) so that is viewed by web portal;
  3. By disseminating the scorecard(s) via social media and/or email.
3. Active Living Plan Document Drafting Assistance
- a. The assistance in drafting an Active Living Plan document, complete with the following:
    - i. Introduction of the Active Living Plan
      1. Document Purpose
      2. Role Description of Hidalgo County Health Department
      3. Background Information
      4. Supporting data and documentation from the Hidalgo County Health Needs Assessment
      5. Overview of the process used to produce the Active Living Plan (brief explanation of RBA)
    - ii. A comprehensive section for each of the three pillars of the Active Living Plan (Nutrition, Physical Activity and Prevention Outcomes) that includes:
      1. Results(s) Statement
      2. Population-Level Indicators that contribute to the result(s)
        - a. Indicator's trend line (in graph form)
        - b. Background information about the indicator data
        - c. Contributing/inhibiting factors to the indicator's trend line
        - d. Partners involved in address the indicator
        - e. Solutions the Active Living Plan working group have adopted to improve health outcomes
        - f. Programs and performance measures that align to contribute towards improving health outcomes

**Project Details:**

Timeline – This project will begin on February 22<sup>nd</sup>, 2018 and will conclude on September 30<sup>th</sup>, 2018.

Deliverables – The following deliverables comprise the anticipated services required to complete this project:

- 6 nonconsecutive One-Day Onsite Training Sessions, currently planned in the following sequence (although subject to change per consultant and client discussion):
  - Day 1 – RBA 101 Training (Introduction to RBA);
  - Day 2 – RBA 201 Training (Active Living Plan Results Framework Development);
  - Day 3 – RBA 201 Training Continued (Active Living Plan Results Framework Development);

- Day 4 – Facilitated Turn the Curve Thinking Session for Population-Level Indicators;
- Day 5 – Facilitated Program and Performance Measure Selection Session;
- Day 6 – Finalization of Active Living Plan Scorecard.
- 60 hours of Remote Technical Assistance to be used for on-going project support as needed, including but not limited to:
  - Drafting of Active Living Plan language;
  - Training on Clear Impact Scorecard;
  - Scorecard Building services; and
  - Data Conversion services.
- 30 hours of Project Management to be used as needed by the consultant/trainer from Clear Impact for:
  - Coordination and Scheduling of training sessions;
  - Development and Provision of Training Session Agendas and other materials;
  - Travel Time to and from onsite training location.
- 5-User Subscription License to the Clear Impact Scorecard Software for 1 Year;
- 1 Enrollee in the Clear Impact Academy Results-Based Accountability Professional Certification Program and the Clear Impact Scorecard Certified Administrator Training Program to develop in-house capacity to sustain this work after project concludes.

**Scope Cost Totals:**

Item	Units	Unit Cost	Total
Onsite Training Sessions (1-day)	6	\$ 1,750.00	\$ 10,500.00
Remote Technical Assistance (hours)	60	\$ 175.00	\$ 10,500.00
Project Management (hours)	30	\$ 175.00	\$ 5,250.00
Clear Impact Scorecard (Users; 1-year)	5	\$ 600.00	\$ 3,000.00
Clear Impact Academy (enrollees, both programs)	1	\$ 2,100.00	\$ 2,100.00
Estimated Travel Costs*	6	\$ 450.00	\$ 2,700.00
		<b>Total</b>	<b>\$ 34,050.00</b>

\*Travel Costs include gas mileage (reimbursed at the federal rate), meals, and training supplies.