COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 3: HEALTHCARE CLINICS
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contract shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with minimum of one (1) year implementing nutrition education and obesity prevention programs **Job Duties:** This person is responsible for overall management, planning, and execution of the program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as the main point of contact to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Assistant Project Coordinator/Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR a		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	minimum of two (2) years of experience as a health educator in underserved communities **Job Duties:** This person is responsible for supporting the Project Coordinator in the management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members, as well as coordinating and collaborating with the health educator to conduct nutrition education and physical activities		
	AR 1.3. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree, or a minimum of two (2) years of experience as a Health Educator in underserved communities **Job Duties:** This person is responsible for conducting nutrition education and reporting activities		
	AR 1.4. **Position:** Fiscal Analyst (1 staff member @ 0.2 FTE) **Job Duties:** Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and Federal audits		
	AR 1.5. **Position:** Administrative Assistant (1 staff member @ 0.4 FTE) **Job Duties:** Support program implementation and tracking process objectives, program deliverables, including data entry, file		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	management, logistics and coordination, and general program support		
AR 2. Contract shall complete contractual and fiscal management responsibilities	AR 2.1. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH • Backup documentation submitted to DPH upon request
	AR 2.2. Complete one (1) annual programmatic and fiscal contract review and audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/20	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. **agencies are randomly selected by DPH and may not be required to participate*	Upon request	• Letter of Completion from CMU kept on file
	AR 2.4. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	• Letter of Completion from USDA Western Regional Office/CA. Dept. of Social Services
AR 3.1 Contract shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes (completed by DPH staff, agency staff invited to edit and correct). Kept on file at DPH
	AR 3.3. Complete PEARS data entry for CalFresh Healthy Living Program strategies. Complete monthly reporting for nutrition education and physical activity classes	CalFresh Healthy Living Program strategies: End of each quarter	Activities entered into PEARS and kept on file

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
		Nut. Ed. and PA: Monthly	
	AR 3.4. Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published *Dietary Guidelines for Americans*	Annually, upon request	Summary report kept on file
AR 4.1 Contract shall increase staff knowledge and skills	AR 4.1. Project Coordinator and Fiscal Analyst (or similar position) to attend SNAP-Ed onboarding training session(s) on CalFresh Healthy Living Program, (e.g. administrative requirements, reporting requirements, strategy implementation, and nutrition education and physical activity strategies)	6/30/20	Sign-in sheet/confirmation of attendance by DPH kept on file at DPH
AR 5.1 Contract shall secure certifications and permits	AR 5.1. Obtain ServSafe certification for staff to safely handle food prior to conducting food demonstrations	As needed	ServSafe kept on file and submitted to DPH
	AR 5.2. Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/20	Documents kept on file and submitted to DPH

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

General Program Deliverables and Activities (GPDA)

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate CalFresh Healthy Living Program activities				
GPDA 1. Contract shall plan and coordinate activities	GPDA 1.1.	Educate, inform, and engage clinic leadership and staff (e.g. meetings, emails, presentations, webinars etc.) through meetings, phone calls, email, or other communication methods about strategies to be implemented at each clinic and secure and/or maintain support to implement CalFresh Healthy Living Program strategies at each participating healthcare clinic site	6/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
	GPDA 1.2.	Communicate and collaborate with selected healthcare administrators, medical staff, members of the interdisciplinary team and other stakeholders at each participating site through meetings, phone calls, email, or other communication methods to present results of assessments and share current status of strategy implementation of CalFresh Healthy Living Program strategies in healthcare settings	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
	GPDA 1.3.	Communicate and collaborate with selected healthcare administrators, medical staff, members of the interdisciplinary team and other stakeholders at each participating site through meetings, phone calls, email, or other communication methods to develop or update a comprehensive action plan to implement	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	CalFresh Healthy Living Program strategies in healthcare settings		meetings/communications, and next steps: • Additional notes, if applicable • Attach Action Plan
Increase staff knowledge and skills, nutrition knowledge and skills of target population			
GPDA 2. Contract shall Increase staff knowledge and skills	GPDA 2.1. Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	6/30/20+ as needed	Webinar completion verification checklist submitted to DPH and kept on file.
	GPDA 2.2. Newly hired staff to participate in a minimum of two (2) CalFresh Healthy Living Program trainings (e.g. *Rethink Your Drink*, Ensuring food safety at food demonstrations)	6/30/20+ as needed	Agenda to be kept on file
	GPDA 2.3. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	GPDA 2.4. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	GPDA 2.5. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	GPDA 2.6. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	GPDA 2.7. Participate in coalition focused on increasing water consumption and reducing consumption of sugar-sweetened beverages (quarterly)	Quarterly	Agenda to be kept on file
	GPDA 2.8. Participate in a minimum of one (1) Nutrition Education and Physical Activity collaborative meeting/training	9/30/20	Agenda to be kept on file
Increase nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3.1 Contract shall promote nutrition education information	GPDA 3.1. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
GPDA 4.1 Contract shall conduct	GPDA 4.1. Participate in two (2) Days of Action, reaching a minimum of 300 individuals	9/30/20	Activities entered into PEARS and kept on file:

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
nutrition education activities	1. *Healthy Snack Day* 2. *Rethink Your Drink* Day		• Attach photos of activity
	GPDA 4.2. Conduct a minimum of three (3) total *Rethink Your Drink* demonstrations in clinics, community-based settings, or other events, reaching a minimum of 300 total individuals	9/30/20	Activities entered into PEARS and kept on file
	GPDA 4.3. Place *Rethink Your Drink* posters and other CDPH developed materials that promote water consumption throughout clinic and near freshwater access points	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
GPDA 5.1 Outcome Evaluation: Contract shall evaluate program impact	GPDA 5.1. Participate in additional evaluation activities as requested by DPH	9/30/20	Activities entered into PEARS and kept on file.
Communicate output and impact of CalFresh Healthy Living Program strategies			
GPDA 6.1 Contract shall share information about program implementation	GPDA 6.1. Attend a minimum of one (1) staff meeting per participating healthcare site to provide program updates, successes, achievements, and evaluation results of work completed	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable. • Attach agenda and any applicable presentation materials • Additional notes, if applicable
	GPDA 6.2. Distribute a year-end fact sheet to healthcare clinic site administrators, physicians, nursing staff, and any other healthcare staff to share information about CalFresh Healthy Living Program implementation	9/30/20	Activities entered into PEARS and kept on file: • Attach fact sheet
	GPDA 6.3. At the request of DPH, participate in a press event or media promotion to highlight program activities and achievements	9/30/20	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	GPDA 6.4. Using a DPH-provided template, submit a press release to local media outlets to announced funding award (Due: within 30 days of contract execution)	Within 30 days of contract execution	Activities entered into PEARS and kept on file: • Attach Press Release

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy A: Free produce "pickups" & CalFresh Food Promotion

Goals:
- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Coordinate and conduct a minimum of **six (6) total free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 2,500 total individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1A 1. Contract shall plan and coordinate activities	1A 1.1. Conduct and/or participate in a minimum of two (2) meetings, phone calls, email, or other communication methods with DPH and DPH-funded Produce Distribution organization to discuss logistics and coordination of free produce "pickups"	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
	1A 1.2. Establish staff and/or volunteer teams at each participating site to conduct free produce "pickups"	9/30/20	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for each free produce "pickup"
Increase and/or maintain institutional capacity to coordinate and facilitate free produce "pickups" and/or on-site food pantries or food pharmacies.			
1A 2. Contract shall increase staff knowledge and skills	1A 2.1. Project Coordinator and any additional staff to attend a minimum of one (1) DPH Environmental Health training on safe food distribution practices and policies to ensure food safety	9/30/20	Activities entered into PEARS and kept on file: • Sign-in sheet/confirmation of attendance by DPH kept on file at DPH

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	1A 2.2. Meet and/or communicate through phone calls, email, or other communication methods to build capacity among healthcare clinic staff and volunteers on topics such as logistics, coordination, behavioral economics, produce display, food safety, customer service, etc.	9/30/20	Activities entered into PEARS and kept on file: • Include in notes: number of attendees, key attendees, topic of training, key outcomes, and next steps, if applicable. • Attach agenda and any applicable presentation materials • Additional notes, if applicable
	1A 2.3. At the request of DPH, submit application for Champion Provider fellowship	9/30/20	Kept on file and submitted to DPH
Increase access to healthy food through free produce "pickups", promote CalFresh Food, conduct assessments and evaluate outcomes			
1A 3. Formative Assessment: Contract shall assess needs and barriers; identify solutions	1A 3.1. Engage a minimum of 25 members of target population in clinics through quantitative and/or qualitative methods, such as surveys and focus groups to gauge interest and need to provide guidance to conduct free produce "pickups"	9/30/20	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes • Attach example survey or other instruments
	1A 3.2. At each free produce "pickup", offer a comment box or other anonymous method to receive participant feedback to improve and help guide future free produce "pickups"	9/30/20	Activities entered into PEARS and kept on file
1A 4. Contract shall promote free produce "pickups", CalFresh Food, and associated nutrition education classes	1A 4.1. Promote free produce "pickups" and associated nutrition education activities by distributing DPH-approved flyers, posters, email, social media posts, and any other form of communication to patients and community members, reaching a minimum of 2,500 total individuals	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	1A 4.2. Promote CalFresh Food by distributing DPH-approved flyers, posters, email, social media posts, and any other form of communication provided by the County of Los Angeles to patients and community members, reaching a minimum of 2,500 total individuals	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
1A 5. Contract shall conduct free produce "pickups" in healthcare settings	1A 5.1. Conduct a minimum of six (6) total free produce "pickups" spanning three (3) healthcare clinics, reaching a minimum of 600 total attendees	9/30/20	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets • Attach photos of free produce "pickups" • Photo release forms kept on file
1A 6. Contract shall coordinate a CalFresh Food community forum opportunities in healthcare settings	1A 6.1. Upon request of the County of Los Angeles, coordinate with DPH to host or participate in a community forum to provide information about CalFresh Food	9/30/20	Quarterly Report: • Include completed DPH-approved tracking sheets • Include photos of CalFresh Food community forum • Include photo release forms
1A 7. Outcome Evaluation: Contract shall evaluate program impact	1A 7.1. Coordinate with DPH to conduct an evaluation of produce "pickups"	6/30/20	Activities entered into PEARS and kept on file • Attach completed DPH-approved evaluation tool(s) • Include results of evaluation in notes
Increase nutrition knowledge and skills			
1A 8. Contract shall conduct nutrition education activities	1A 8.1. Conduct taste tests and/or food demonstrations at a minimum of three (3) total free produce "pickups", reaching a minimum of 300 total attendees	9/30/20	Activities entered into PEARS and kept on file.
	1A 8.2. Promote healthy eating and beverage choices by distributing DPH-provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at each free produce "pickup", reaching a minimum of 600 total attendees	9/30/20	Activities entered into PEARS and kept on file.
	1A 8.3. Participate in CalFresh Food Awareness Month activity (at the request of the County), reaching a minimum of 100 total patients and/or community members	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy B: Food Insecurity Screening & Referral

Goals:
- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Plan and prepare to implement **food insecurity screenings and establish a referral system** to nutrition assistance programs in a minimum of three (3) clinics.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1B 1. Contract shall plan and coordinate activities	1B 1.1. Conduct and/or participate in a minimum of two (2) meetings, phone calls, email, or other communication methods with clinic leadership and/or decision-making individuals to plan and implement food insecurity screening workflow and referral system in healthcare clinics	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Include roles and responsibilities • Additional notes, if applicable
	1B 1.2. Identify a “Champion” at each clinic to gain buy-in and spearhead efforts	9/30/20	Activities entered into PEARS and kept on file.
	1B 1.3. Meet with DPH, other funded partners, and local organizations to establish a referral system to resources, such as free produce “pickups”, nutrition education classes, and local emergency food programs and resources	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees and associated organization, key objectives and outcomes from meetings, and next steps, if applicable. • Include roles, responsibilities, and services provided by each partner • Additional notes, if applicable

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Increase and/or maintain institutional capacity to provide opportunities for food insecurity screening and referrals to nutrition assistance programs			
1B 2. Contract shall increase staff knowledge and skills	1B 2.1. Coordinate with DPH to conduct a minimum of one (1) training for clinic leadership and staff at each participating clinic to increase understanding of food insecurity and its relationship to obesity, implementation in healthcare settings, interventions and programs that can address the issue, including food insecurity screening and referral systems	9/30/20	Activities entered into PEARS and kept on file: • Attach sign-in sheet • Include agenda and presentation materials, if applicable
Increase access to emergency food resources and fresh produce through food insecurity screenings and referrals, conduct assessments and evaluate outcomes			
1B 3. Formative Assessment: Contract shall assess needs and barriers; identify solutions	1B 3.1. Coordinate with DPH to conduct a needs assessment, readiness assessment, and environmental scan to gather feedback from medical staff to improve the food insecurity screening and referral process	9/30/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s) • Additional notes as applicable
	1B 3.2. Engage a minimum of 25 patients through quantitative and/or qualitative methods, such as surveys and focus groups, to gauge interest, needs, and to provide guidance to implement food insecurity screening and referral process in healthcare clinics	9/30/20	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes • Attach example survey or other instruments
1B 4. Outcome Evaluation: Contract shall evaluate program impact	1B 4.1. Coordinate with DPH to implement an evaluation of food insecurity screenings and referral system	9/30/20	Activities entered into PEARS and kept on file: • Attach completed DPH-approved evaluation tool(s) • Include results of evaluation in notes
Increase nutrition knowledge and skills			
1B 5. Contract shall promote nutrition education activities	1B 5.1. Promote nutrition education classes by distributing DPH-approved flyers, posters, email, social media posts, and any other form of communication to patients and community members, reaching a minimum of 1,750 total individuals	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
1B 6. Contract shall conduct nutrition	1B 6.1. Conduct a minimum of 15 total nutrition education classes, a minimum of seven (7) of which include a food demo or taste test, focused on	9/30/20	Activities entered into PEARS and kept on file:

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

education activities	food resource management, reaching a minimum of 150 total attendees		• Demographics updated as needed using Participant Data Cards • Attach sign in sheets

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OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with minimum of one (1) year implementing nutrition education and obesity prevention programs **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as the main point of contact to DPH	Hired within 60 days of contract execution and as needed through 9/30/21	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Assistant Project Coordinator/Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR a		

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	minimum of two (2) years of experience as a Health Educator in underserved communities **Job Duties:** This person is responsible for supporting the Project Coordinator in the management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members, as well as coordinating and collaborating with the Health Educator to conduct nutrition education and physical activities		
	AR 1.3. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree, or a minimum of two (2) years of experience as a Health Educator in underserved communities **Job Duties:** This person is responsible for conducting nutrition education and reporting activities		
	AR 1.4. **Position:** Fiscal Analyst (1 staff member @ 0.2 FTE) **Job Duties:** Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and Federal audits		
	AR 1.5. **Position:** Administrative Assistant (1 staff member @ 0.4 FTE) **Job Duties:** Support program implementation and tracking process objectives, program deliverables, including data entry, file		

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	management, logistics and coordination of meetings and other program needs, and general program support		
AR 2. Contractor shall Complete contractual and fiscal management responsibilities	AR 2.1. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH • Backup documentation submitted to DPH upon request
	AR 2.2. Complete 1 annual programmatic and fiscal contract review and audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/21	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. *(Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	• Letter of Completion from CMU kept on file
	AR 2.4. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	• Letter of Completion from USDA Western Regional Office/CA. Dept. of Social Services
AR 3. Contractor shall Monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes. Kept on file at DPH
	AR 3.3. Participate in two (2) semi-annual site visits by DPH to familiarize DPH staff with work, meet with staff, and observe strategy implementation	As scheduled with DPH	Site Visit checklist and notes kept on file and with DPH
	AR 3.4. Complete PEARS data entry for CalFresh Healthy Living Program strategies. Complete monthly reporting for nutrition education and physical activity classes.	CalFresh Healthy Living Program	Activities entered into PEARS and kept on file

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
		strategies: End of each quarter Nut. Ed. and PA: Monthly	
	AR 3.5. Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published Dietary Guidelines for Americans	Annually, upon request	Summary report kept on file
AR 4. Contractor shall secure certifications and permits	AR 4.1. Obtain ServSafe certification for staff to safely handle food prior to conducting food demonstrations	As needed	ServSafe certifications kept on file and submitted to DPH
	AR 4.2 Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/21	Documents kept on file and submitted to DPH

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

General Program Deliverables and Activities (GPDA)

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate CalFresh Healthy Living Program activities			
GPDA 1. Contractor shall plan and coordinate activities	GPDA 1.1. Communicate and collaborate with selected healthcare administrators, medical staff, members of the interdisciplinary team and other stakeholders at each participating site through meetings, phone calls, email, or other communication methods to present results of assessments and share current status of strategy implementation of CalFresh Healthy Living Program strategies in healthcare settings	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
Increase staff knowledge and skills, nutrition knowledge and skills of target population			
GPDA 2. Contractor shall increase staff knowledge and skills	GPDA 2.1. Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	Within three months of hire	Webinar completion verification checklist submitted to DPH and kept on file
	GPDA 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	GPDA 2.3. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	GPDA 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	GPDA 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	GPDA 2.6. Participate in coalition focused on increasing water consumption and reducing consumption of sugar-sweetened beverages (quarterly)	Quarterly	Agenda to be kept on file
	GPDA 2.7. Participate in a minimum of three (3) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/21	Agenda to be kept on file

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3. Contractor shall promote nutrition education information	GPDA 3.1. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
GPDA 4. Contractor shall conduct nutrition education activities	GPDA 4.1. Participate in two (2) Days of Action, reaching a minimum of 300 individuals *1. Healthy Snack Day* *2. Rethink Your Drink* Day	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of activity
	GPDA 4.2. Conduct a minimum of 12 total *Rethink Your Drink* demonstrations in clinics, community-based settings, or other events, reaching a minimum of 1,000 total individuals	9/30/21	Activities entered into PEARS and kept on file.
	GPDA 4.3. Place *Rethink Your Drink* posters and other CDPH developed materials that promote water consumption throughout clinic and near fresh water access points	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
GPDA 5. Outcome Evaluation: Contractor shall evaluate program impact	GPDA 5.1. Conduct 50 matched pair assessments in nutrition education classes (pre-test and post-test from the same person) using a DPH-approved tool to assess change in fruit and vegetable consumption and food security status	5/31/21	• Activities entered into PEARS and kept on file • Submit matched pairs to DPH
	GPDA 5.2. Participate in additional evaluation activities as requested by DPH	9/30/21	• Activities entered into PEARS and kept on file
Communicate output and impact of CalFresh Healthy Living Program strategies			
GPDA 6.1 Contractor shall share information about program implementation	GPDA 6.1. Attend a minimum of one (1) staff meeting year per participating healthcare site to provide program updates, successes, achievements, and evaluation results of work completed	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable.

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Attach agenda and any applicable presentation materials • Additional notes, if applicable
	GPDA 6.2. Distribute a year-end fact sheet to healthcare clinic site administrators, physicians, nursing staff, and any other healthcare staff to share information about CalFresh Healthy Living Program implementation	9/30/21	Activities entered into PEARS and kept on file: • Attach fact sheet
	GPDA 6.3. At the request of DPH, participate in a press event or media promotion to highlight program activities and achievements	9/30/21	Activities entered into PEARS and kept on file.

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy A: Free produce "pickups" & CalFresh Food Promotion

Goals:

- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Coordinate and conduct a minimum of **30 total free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 5,000 total individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1A 1. Contractor shall plan and coordinate activities	1A 1.1. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with DPH and DPH-funded Produce Distribution organization to discuss logistics and coordination of free produce "pickups" at participating clinic sites	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
	1A 1.2. Establish staff and/or volunteer teams at each participating site to conduct free produce "pickups"	9/30/21	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for each free produce "pickup"
Increase and/or maintain institutional capacity to coordinate and facilitate free produce "pickups" and/or on-site food pantries or food pharmacies.			
1A 2. Contractor shall increase staff knowledge and skills	1A 2.1. Meet and/or communicate through phone calls, email, or other communication methods to build capacity among healthcare clinic staff and volunteers on topics such as logistics, coordination, behavioral economics, produce display, food safety, customer service, etc.	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps, if applicable.

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

			• Attach agenda and any applicable presentation materials • Additional notes, if applicable
	1A 2.2. At the request of DPH, submit application for Champion Provider fellowship	9/30/21	Kept on file and submitted to DPH.
Increase access to healthy food through free produce "pickups", promote CalFresh Food, conduct assessments and evaluate outcomes			
1A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1A 3.1. Engage a minimum of 10 members of target population in clinics through quantitative and/or qualitative methods, such as surveys and focus groups to gauge interest and need to provide guidance to conduct free produce "pickups"	9/30/21	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes • Attach example survey or other instruments
	1A 3.2. At each free produce "pickup", offer a comment box or other anonymous method to receive participant feedback to improve and help guide future free produce "pickups"	9/30/21	Activities entered into PEARS and kept on file.
1A 4. Contractor shall promote free produce "pickups", CalFresh Food, and associated nutrition education classes	1A 4.1. Promote free produce "pickups" and associated nutrition education activities by distributing DPH-approved flyers, posters, email, social media posts, and any other form of communication to patients and community members, reaching a minimum of 5,000 total individuals	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	1A 4.2. Promote CalFresh Food by distributing DPH-approved flyers, posters, email, social media posts, and any other form of communication provided by the County of Los Angeles, to patients and community members, reaching a minimum of 5,000 total individuals	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
1A 5. Contractor shall conduct free produce "pickups" in healthcare settings	1A 5.1. Conduct a minimum of 30 total free produce "pickups" spanning three (3) healthcare clinics, reaching a minimum of 3,000 total attendees	9/30/21	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets • Attach photos of free produce "pickups" • Photo release forms kept on file

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

1A 6. Contractor shall coordinate a CalFresh Food community forum	1A 6.1. Upon request of the County of Los Angeles, coordinate with DPH to host or participate in a community forum to provide information about CalFresh Food	9/30/21	Quarterly Report: • Include completed DPH-approved tracking sheets • Include photos of CalFresh Food community forum • Include photo release forms
1A 7. Outcome Evaluation: Contractor shall evaluate program impact	1A 7.1. Coordinate with DPH to conduct an evaluation of produce "pickups"	6/30/21	Activities entered into PEARS and kept on file: • Attach completed DPH-approved evaluation tool(s) • Include results of evaluation in notes
Increase nutrition knowledge and skills			
1A 8. Contractor shall conduct nutrition education activities	1A 8.1. Conduct a minimum of 10 total single-session nutrition education classes at free produce "pickups", reaching a minimum of 100 attendees	9/30/21	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Attach sign in sheets
	1A 8.2. Conduct taste tests and/or food demonstrations at a minimum of 15 total free produce "pickups", reaching a minimum of 1,500 total attendees	9/30/21	Activities entered into PEARS and kept on file.
	1A 8.3. Promote healthy eating and beverage choices by distributing DPH-provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at each free produce "pickup", reaching a minimum of 3,000 total attendees	9/30/21	Activities entered into PEARS and kept on file.
	1A 8.4. Participate in CalFresh Food Awareness Month activity (at the request of the County), reaching a minimum of 100 total patients and/or community members	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy B: Food Insecurity Screening & Referral

Goals:
- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Implement **food insecurity screenings and establish a referral system** to nutrition assistance programs in a minimum of three (3) clinics, reaching a minimum of 3,500 individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1B 1. Contractor shall plan and coordinate activities	1B 1.1. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with clinic leadership and/or decision-making individuals to plan and implement food insecurity screening workflow and referral system in healthcare clinics	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Include roles and responsibilities • Additional notes, if applicable
	1B 1.2. Maintain roster of "Champions" at each clinic to gain buy-in and spearhead efforts	9/30/21	Activities entered into PEARS and kept on file.
	1B 1.3. Meet with DPH, other funded partners, and local organizations to establish a referral system to resources, such as free produce "pickups", nutrition education classes, and local emergency food programs and resources	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees and associated organization, key objectives and outcomes from meetings, and next steps, if applicable. • Include roles, responsibilities, and services provided by each partner

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Additional notes, if applicable
Increase and/or maintain institutional capacity to provide opportunities for food insecurity screening and referrals to nutrition assistance programs			
1B 2. Contractor shall increase staff knowledge and skills	1B 2.1. Coordinate with DPH to conduct a minimum of one (1) training for clinic leadership and staff at each participating clinic to increase understanding of food insecurity and its relationship to obesity, implementation in healthcare settings, interventions and programs that can address the issue, including food insecurity screening and referral systems	3/31/21	Activities entered into PEARS and kept on file: • Attach sign-in sheet • Include agenda and presentation materials, if applicable
	1B 2.2. Coordinate a minimum of two (2) trainings at each participating clinic and provide ongoing training and technical assistance as needed to train staff on implementation of food insecurity screening and referrals to food distributions, and other emergency food resources	6/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps, if applicable. • Attach agenda and any applicable presentation materials • Additional notes, if applicable
Increase access to emergency food resources and fresh produce through food insecurity screenings and referrals, conduct assessments and evaluate outcomes			
1B 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1B 3.1. Coordinate with DPH to conduct a needs assessment, readiness assessment, and environmental scan to gather feedback from medical staff to improve the food insecurity screening and referral process	3/31/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s) • Additional notes as applicable
	1B 3.2. Engage a minimum of 10 patients through quantitative and/or qualitative methods, such as surveys and focus groups, to gauge interest, needs, and to provide guidance to implement food insecurity screening and referral process in healthcare clinics	11/30/20	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes • Attach example survey or other instruments
1B 4. Contractor shall implement food	1B 4.1. Incorporate a food insecurity screening tool into existing health records system, intake procedure, clinic workflow, and referral	9/30/21	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
insecurity screening and referral pathway	pathway to screen patients for food insecurity in three sites and refer them to appropriate resources, screening a minimum of 500 total of people		• DPH approved tracking tool to track food insecurity screening • Attach DPH approved tool to track referrals to resources, such as free produce giveaways on-site, and food pantries.
	1B 4.2. Initiate referral process for all patients who screen positive for food insecurity and/or request food resources, including providing a resource directory, referring to on-site nutrition education classes, referring to appropriate clinic personnel for follow-up, and/or using a referral system, such as One Degree or similar electronic system, to connect patients to appropriate resources	9/30/21	Activities entered into PEARS and kept on file: • Attach resource directory
	1B 4.3. Develop a workflow guidance document that describes the clinic workflow of food insecurity screenings and referrals in the healthcare setting	9/30/21	Activities entered into PEARS and kept on file: • Attach workflow guidance document • Additional notes as applicable
	1B 4.4. Develop or utilize an existing resource directory that lists local nutrition resources and local food pantries, nutrition assistance programs (e.g. CalFresh Food and WIC) enrollment information, free produce “pickups” in healthcare clinic settings and other locations, and any other services to support patients who are identified as food insecure	9/30/21	Activities entered into PEARS and kept on file: • Attach resource directory • Additional notes as applicable
1B 5. Outcome Evaluation: Contractor shall evaluate program impact	1B 5.1. Coordinate with DPH to implement an evaluation of food insecurity screenings and referral system	9/30/21	Activities entered into PEARS and kept on file: • Attach completed DPH-approved evaluation tool(s) • Include results of evaluation in notes
Increase nutrition knowledge and skills			
1B 6. Contractor shall promote nutrition	1B 6.1. Promote nutrition education classes by distributing DPH-approved flyers, posters, email, social media posts, and any other form of	9/30/21	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
education activities	communication to patients and community members, reaching a minimum of 3,500 total individuals		• Attach photos or screenshots of promotions
1B 7. Contractor shall conduct nutrition education activities	1B 7.1. Conduct a minimum of 60 total nutrition education classes, a minimum of 30 of which include a food demo or taste test, focused on food resource management, reaching a minimum of 600 total attendees	9/30/21	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Attach sign in sheets

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy C: Capacity-building for food distribution

Goals:
- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Coordinate and facilitate a minimum of **6 capacity-building for food distribution trainings** at three (3) healthcare sites (2 per site)**.**

Process Objectives	Activities	Completed By	Documentation
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1C 1. Contractor shall plan and coordinate activities	1C 1.1. Conduct a minimum of one (1) planning meeting or communicate through phone calls, email, or other communication methods per participating site to ensure clinic staff understand roles and responsibilities/assignments, calendar of trainings, equipment and resource needs, and any other information needed to provide space for training sessions and new equipment or resources	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Include roles and responsibilities • Attach calendar of trainings • Additional notes, if applicable
Increase and/or maintain institutional capacity to implement capacity building for food distribution strategies			
1C 2. Contractor shall increase staff knowledge and skills	1C 2.1. Identify existing, or develop, fact sheets and other material that can be shared online or printed and distributed (flyers/posters) to provide simple tips and techniques to support implementation of food storage best practices	9/30/21	Activities entered into PEARS and kept on file: • Attach fact sheets
	1C 2.2. Coordinate with DPH to facilitate a minimum of six (6) capacity-building for food distribution trainings at three (3) healthcare sites (2 per site)	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps, if applicable.

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Process Objectives	Activities	Completed By	Documentation
			• Attach agenda and any applicable presentation materials • Additional notes, if applicable
	1C 2.3. Conduct a minimum of two (2) site visits at each healthcare clinic to review food distribution techniques and provide technical assistance as needed	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps, if applicable. • Attach agenda and presentation materials, if applicable • Additional notes, if applicable
1C 3. Contractor shall build Infrastructure	1C 3.1. Support healthcare clinics to secure needed resources, including developing relationships with donors, identifying additional sources of funding, and securing in-kind donations	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps, if applicable. • Additional notes, if applicable
Increase healthy food distribution through capacity building for food distribution trainings, track program activities			
1C 4. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1C 4.1. Conduct a needs assessment, readiness assessment, and environmental scan to assess need and barriers to distributing healthier food and beverage options (e.g. need: increase in distribution of produce, lean proteins; barrier: lack of refrigeration)	3/31/21	Activities entered into PEARS and kept on file: • Attach completed assessment tool
	1C 4.2. Conduct post-assessment of environment in relation to improvements made and/or client impact	6/30/21	Activities entered into PEARS and kept on file: • Attach completed assessment tool

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with minimum of one (1) year implementing nutrition education and obesity prevention programs **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as the main point of contact to DPH	Hired within 60 days of contract execution and as needed through 9/30/22	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Assistant Project Coordinator/Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR a		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	minimum of 2 years of experience as a Health Educator in underserved communities **Job Duties:** This person is responsible for supporting the Project Coordinator in the management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members, as well as coordinating and collaborating with the Health Educator to conduct nutrition education and physical activities		
	AR 1.3. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree, or a minimum of two (2) years of experience as a health educator in underserved communities **Job Duties:** This person is responsible for conducting nutrition education and reporting activities		
	AR 1.4. **Position:** Fiscal Analyst (1 staff member @ 0.2 FTE) **Job Duties:** Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and Federal audits		
	AR 1.5. **Position:** Administrative Assistant (1 staff member @ 0.4 FTE) **Job Duties:** Support program implementation and tracking process objectives, program deliverables, including data entry, file		

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	management, logistics and coordination of meetings and other program needs, and general program support		
AR 2. Contract shall complete contractual and fiscal management responsibilities	AR 2.1. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH • Backup documentation submitted to DPH upon request
	AR 2.2. Complete 1 annual programmatic and fiscal contract review and audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/22	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. *(Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	• Letter of Completion from CMU kept on file
	AR 2.4. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	• Letter of Completion from USDA Western Regional Office/CA. Dept. of Social Services
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes (completed by DPH staff, agency staff invited to edit and correct). Kept on file at DPH
	AR 3.3. Participate in two (2) semi-annual site visits by DPH to familiarize DPH staff with work, meet with staff, and observe strategy implementation	As scheduled with DPH	Site Visit checklist and notes kept on file and with DPH
	AR 3.4. Complete PEARS data entry for CalFresh Healthy Living Program strategies.	CalFresh Healthy Living	Activities entered into PEARS and kept on file

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PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
		Complete monthly reporting for nutrition education and physical activity classes	Program strategies: End of each quarter Nut. Ed. and PA: Monthly	
	AR 3.5.	Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published Dietary Guidelines for Americans	Annually, upon request	Summary report kept on file
AR 4. Contractor shall secure certifications and permits	AR 4.1.	Obtain ServSafe certification for staff to safely handle food prior to conducting food demonstrations	As needed	ServSafe certifications kept on file and submitted to DPH
	AR 4.2.	Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/22	Documents kept on file and submitted to DPH

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

General Program Deliverables and Activities (GPDA)

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

PROCESS OBJECTIVES		ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate CalFresh Healthy Living Program activities				
GPDA 1. Contractor shall plan and coordinate activities	GPDA 1.1.	Communicate and collaborate with selected healthcare administrators, medical staff, members of the interdisciplinary team and other stakeholders at each participating site through meetings, phone calls, email, or other communication methods to present results of assessments and share current status of strategy implementation of CalFresh Healthy Living Program strategies in healthcare settings	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
	GPDA 1.2.	Communicate and collaborate with selected healthcare administrators, medical staff, members of the interdisciplinary team and other stakeholders at each participating site through meetings, phone calls, email, or other communication methods to develop or update a comprehensive action plan to implement CalFresh Healthy Living Program strategies in healthcare settings	11/30/21	Activities entered into PEARS and kept on file: • Include in notes: number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable • Attach Action Plan
Increase staff knowledge and skills, nutrition knowledge and skills of target population				
GPDA 2. Contractor shall increase	GPDA 2.1.	Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	Within three months of hire	Webinar completion verification checklist submitted to DPH and kept on file

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
staff knowledge and skills	GPDA 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	GPDA 2.3. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	GPDA 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semiannually	Agenda to be kept on file
	GPDA 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Triannually	Agenda to be kept on file
	GPDA 2.6. Participate in coalition focused on increasing water consumption and reducing consumption of sugar-sweetened beverages (quarterly)	Quarterly	Agenda to be kept on file
	GPDA 2.7. Participate in a minimum of three (3) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/22	Agenda to be kept on file
Increase nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3. Contractor shall promote nutrition education information	GPDA 3.1. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
GPDA 4. Contractor shall conduct nutrition education activities	GPDA 4.1. Participate in two (2) Days of Action, reaching a minimum of 300 individuals 1. *Healthy Snack Day* 2. *Rethink Your Drink* Day	9/30/22	Activities entered into PEARS and kept on file: • Attach photos of activity
	GPDA 4.2. Conduct a minimum of 12 total *Rethink Your Drink* demonstrations in clinics, community-based settings, or other events, reaching a minimum of 1,000 total individuals	9/30/22	Activities entered into PEARS and kept on file
	GPDA 4.3. Place *Rethink Your Drink* posters and other CDPH developed materials that promote water consumption throughout clinic and near fresh water access points	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
GPDA 5. Outcome Evaluation:	GPDA 5.1. Conduct 50 matched pair assessments in nutrition education classes (pre-test and post-test from the same person) using a	5/31/22	• Activities entered into PEARS and kept on file

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES		ACTIVITIES	COMPLETED BY	DOCUMENTATION
Contractor shall evaluate program impact		DPH-approved tool to assess change in fruit and vegetable consumption and food security status		• Submit matched pairs to DPH
	GPDA 5.2.	Participate in additional evaluation activities as requested by DPH	9/30/22	• Activities entered into PEARS and kept on file
Communicate output and impact of CalFresh Healthy Living Program strategies				
GPDA 6. Contractor shall share information about program implementation	GPDA 6.1.	Attend a minimum of one (1) staff meeting per participating healthcare site to provide program updates, successes, achievements, and evaluation results of work completed	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable. • Attach agenda and any applicable presentation materials • Additional notes, if applicable
	GPDA 6.2.	Distribute a year-end fact sheet to healthcare clinic site administrators, physicians, nursing staff, and any other healthcare staff to share information about CalFresh Healthy Living Program implementation	9/30/22	Activities entered into PEARS and kept on file: • Attach fact sheet
	GPDA 6.3.	At the request of DPH, participate in a press event or media promotion to highlight program activities and achievements	9/30/22	Activities entered into PEARS and kept on file

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy A: Free produce "pickups" & CalFresh Food Promotion

Goals:

- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Coordinate and conduct a minimum of **30 total free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 5,000 total individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1A 1. Contractor shall plan and coordinate activities	1A 1.1. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with DPH and DPH-funded Produce Distribution organization to discuss logistics and coordination of free produce "pickups" at participating clinic sites	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
	1A 1.2. Establish staff and/or volunteer teams at each participating site to conduct free produce "pickups"	9/30/22	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for each free produce "pickup"
Increase and/or maintain institutional capacity to coordinate and facilitate free produce "pickups" and/or on-site food pantries or food pharmacies.			
1A 2. Contractor shall increase staff knowledge and skills	1A 2.1. Meet and/or communicate through phone calls, email, or other communication methods to build capacity among healthcare clinic staff and volunteers on topics such as logistics, coordination, behavioral economics, produce display, food safety, customer service, etc.	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps, if applicable.

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Attach agenda and any applicable presentation materials • Additional notes, if applicable
	1A 2.2. At the request of DPH, submit application for Champion Provider fellowship	9/30/22	Kept on file and submitted to DPH
Increase and/or maintain institutional capacity to coordinate and facilitate free produce "pickups"			
1A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1A 3.1. Engage a minimum of 10 members of target population in clinics through quantitative and/or qualitative methods, such as surveys and focus groups to gauge interest and need to provide guidance to conduct free produce "pickups"	9/30/22	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes • Attach example survey or other instruments
	1A 3.2. At each free produce "pickup", offer a comment box or other anonymous method to receive participant feedback to improve and help guide future free produce "pickups"	9/30/22	Activities entered into PEARS and kept on file
1A 4. Contractor shall promote free produce "pickups", CalFresh Food, and associated nutrition education classes	1A 4.1. Promote free produce "pickups" and associated nutrition education activities by distributing DPH-approved flyers, posters, email, social media posts, and any other form of communication to patients and community members, reaching a minimum of 5,000 total individuals	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	1A 4.2. Promote CalFresh by distributing DPH-approved flyers, posters, email, social media posts, and any other form of communication provided by the County of Los Angeles, to patients and community members, reaching a minimum of 5,000 total individuals	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
1A 5. Contractor shall conduct free produce "pickups" in healthcare settings	1A 5.1. Conduct a minimum of 30 total free produce "pickups" spanning three (3) healthcare clinics, reaching a minimum of 3,000 total attendees	9/30/22	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets • Attach photos of free produce "pickups"

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Photo release forms kept on file
1A 6. Contractor shall coordinate a CalFresh Food community forum	1A 6.1. Upon request of the County of Los Angeles, coordinate with DPH to host or participate in a community forum to provide information about CalFresh Food	9/30/22	Quarterly Report: • Include completed DPH-approved tracking sheets • Include photos of CalFresh Food community forum • Include photo release forms
1A 7. Outcome Evaluation: Contractor shall evaluate program impact	1A 7.1. Coordinate with DPH to conduct an evaluation of free produce "pickups"	6/30/22	Activities entered into PEARS and kept on file: • Attach completed DPH-approved evaluation tool(s) • Include results of evaluation in notes
Increase nutrition knowledge and skills			
1A 8. Contractor shall conduct nutrition education activities	1A 8.1. Conduct a minimum of 10 total single-session nutrition education classes at free produce "pickups" that include a food demonstration featuring produce from free produce "pickups", reaching a minimum of 100 attendees	9/30/22	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Attach sign in sheets
	1A 8.2. Conduct taste tests and/or food demonstrations at a minimum of 15 total free produce "pickups", reaching a minimum of 1,500 total attendees	9/30/22	Activities entered into PEARS and kept on file
	1A 8.3. Promote healthy eating and beverage choices by distributing DPH-provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at each free produce "pickup", reaching a minimum of 3,000 total attendees	9/30/22	Activities entered into PEARS and kept on file
	1A 8.4. Participate in CalFresh Food Awareness Month activity (at the request of the County), reaching a minimum of 100 total patients and/or community members	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy B: Food Insecurity Screening & Referral

Goals:

- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Implement **food insecurity screenings and establish a referral system** to nutrition assistance programs in a minimum of 3 clinics, reaching a minimum of 3,500 individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1B 1. Contractor shall plan and coordinate activities	1B 1.1. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with clinic leadership and/or decision-making individuals to plan and implement food insecurity screening workflow and referral system in healthcare clinics	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Include roles and responsibilities • Additional notes, if applicable
	1B 1.2. Maintain roster of "Champions" at each clinic to gain buy-in and spearhead efforts	9/30/22	Activities entered into PEARS and kept on file
	1B 1.3. Meet with DPH, other funded partners, and local organizations to establish a referral system to resources, such as free produce "pickups", nutrition education classes, and local emergency food programs and resources	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees and associated organization, key objectives and outcomes from meetings, and next steps, if applicable. • Include roles, responsibilities, and services provided by each partner

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Additional notes, if applicable
Increase and/or maintain institutional capacity to provide opportunities for food insecurity screening and referrals to nutrition assistance programs			
1B 2. Contractor shall increase staff knowledge and skills	1B 2.1. Coordinate with DPH to conduct a minimum of one (1) training for clinic leadership and staff at each participating clinic to increase understanding of food insecurity and its relationship to obesity, implementation in healthcare settings, interventions and programs that can address the issue, including food insecurity screening and referral systems	3/31/22	Activities entered into PEARS and kept on file: • Attach sign-in sheet • Include agenda and presentation materials, if applicable
	1B 2.2. Coordinate a minimum of two (2) trainings at each participating clinic and provide ongoing training and technical assistance as needed to train staff on implementation of food insecurity screening and referrals to free produce "pickups", and other emergency food resources	6/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps, if applicable. • Attach agenda and any applicable presentation materials • Additional notes, if applicable
Increase access to emergency food resources and fresh produce through food insecurity screenings and referrals, conduct assessments and evaluate outcomes			
1B 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1B 3.1. Coordinate with DPH to conduct a needs assessment, readiness assessment, and environmental scan to gather feedback from medical staff to improve the food insecurity screening and referral process	3/31/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s) • Additional notes as applicable
	1B 3.2. Engage a minimum of 10 patients through quantitative and/or qualitative methods, such as surveys and focus groups, to gauge interest, needs, and to provide guidance to implement food insecurity screening and referral process in healthcare clinics	11/30/21	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes • Attach example survey or other instruments
1B 4. Contractor shall implement food	1B 4.1. Incorporate a food insecurity screening tool into existing health records system, intake procedure, clinic workflow, and referral pathway to	9/30/22	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
insecurity screening and referral **pathway**	screen patients for food insecurity in three sites and refer them to appropriate resources, screening a minimum of 500 total of people		• DPH approved tracking tool to track food insecurity screening • Attach DPH approved tool to track referrals to resources, such as free produce giveaways on-site, and food pantries
	1B 4.2. Initiate referral process for all patients who screen positive for food insecurity and/or request food resources, including providing a resource directory, referring to on-site nutrition education classes, referring to appropriate clinic personnel for follow-up, and/or using a referral system, such as One Degree or similar electronic system, to connect patients to appropriate resources	9/30/22	Activities entered into PEARS and kept on file: • Attach resource directory
	1B 4.3. Develop a workflow guidance document that describes the clinic workflow of food insecurity screenings and referrals in the healthcare setting	9/30/22	Activities entered into PEARS and kept on file: • Attach workflow guidance document • Additional notes as applicable
	1B 4.4. Develop or utilize an existing resource directory that lists local nutrition resources and local food pantries, nutrition assistance programs (e.g. CalFresh Food and WIC) enrollment information, free produce "pickups" in healthcare clinic settings and other locations, and any other services to support patients who are identified as food insecure	9/30/22	Activities entered into PEARS and kept on file: • Attach resource directory • Additional notes as applicable
1B 5. Outcome Evaluation: Contractors shall evaluate program impact	1B 5.1. Coordinate with DPH to implement an evaluation of food insecurity screenings and referral system	9/30/22	Activities entered into PEARS and kept on file: • Attach completed DPH-approved evaluation tool(s) • Include results of evaluation in notes
Increase nutrition knowledge and skills			
1B 6. Contractor shall promote nutrition	1B 6.1. Promote nutrition education classes by distributing DPH-approved flyers, posters, email, social media posts, and any other form of	9/30/22	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
education activities	communication to patients and community members, reaching a minimum of 3,500 total individuals		• Attach photos or screenshots of promotions
1B 7. Contractor shall conduct nutrition education activities	1B 7.1. Conduct a minimum of 60 total nutrition education classes, a minimum of 30 of which include a food demo or taste test, focused on food resource management, reaching a minimum of 600 total attendees	9/30/22	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Attach sign in sheets

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Contractors in this category will work with three (3) healthcare clinic sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy C: Capacity-building for food distribution

Goals:

- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Coordinate and facilitate a minimum of **6 capacity-building for food distribution trainings** at 3 healthcare sites (2 per site)**.**

Deliverable	Activities	Completed By	Documentation
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1C 1. Contractor shall plan and coordinate activities	1C 1.1. Conduct a minimum of one (1) planning meeting or communicate through phone calls, email, or other communication methods per participating site to ensure clinic staff understand roles and responsibilities/assignments, calendar of trainings, equipment and resource needs, and any other information needed to provide space for training sessions and new equipment or resources	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Include roles and responsibilities • Attach calendar of trainings • Additional notes, if applicable
Increase and/or maintain institutional capacity to implement capacity building for food distribution strategies			
1C 2. Contractor shall increase staff knowledge and skills	1C 2.1. Identify existing, or develop, fact sheets and other material that can be shared online or printed and distributed (flyers/posters) to provide simple tips and techniques to support implementation of food storage best practices	9/30/22	Activities entered into PEARS and kept on file: • Attach fact sheets
	1C 2.2. Coordinate with DPH to facilitate a minimum of 6 capacity-building for food distribution trainings at 3 healthcare sites (2 per site).	9/30/22	Activities entered into PEARS and kept on file: • Include in notes: number of attendees, key attendees, topic of training, key

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Deliverable	Activities	Completed By	Documentation
			outcomes, and next steps, if applicable. • Attach agenda and any applicable presentation materials Additional notes, if applicable
	1C 2.3. Conduct a minimum of two (2) site visits at each healthcare clinic to review food distribution techniques and provide technical assistance as needed	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps, if applicable. • Attach agenda and presentation materials, if applicable • Additional notes, if applicable
1C 3. Contractor shall build Infrastructure	1C 3.1. Support healthcare clinics to secure needed resources, including developing relationships with donors, identifying additional sources of funding, and securing in-kind donations	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps, if applicable. • Additional notes, if applicable
Increase healthy food distribution through capacity building for food distribution trainings, track program activities			
1C 4. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1C 4.1. Conduct post-assessment of environment in relation to improvements made and/or client impact	6/30/22	Activities entered into PEARS and kept on file: • Attach completed assessment tool