2020 Community Leadership Team Monitoring in REDCap

STATEWIDE HEALTH IMPROVEMENT PARTNERSHIP (SHIP)

DEPARTMENT OF HEALTH

2020 Community Leadership Team Monitoring in REDCap

Minnesota Department of Health
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Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.

Contents

Purpose

Statewide Health Improvement Partnership (SHIP) grantees are required to convene Community Leadership Teams (CLTs) to inform the development of SHIP activities in their region. The Minnesota Department of Health requires that grantees complete reporting on their CLT members and meetings through REDCap as part of regular grant monitoring. The data provided by grantees assist MDH staff in providing appropriate technical assistance to grantees on member recruitment and enable statewide reporting on the number of CLT members, CLT meetings and member-hours volunteered during meetings. These metrics demonstrate SHIP's commitment to community engagement and leadership and the breadth of engagement achieved by CLTs.

Overview of Grantee Requirements

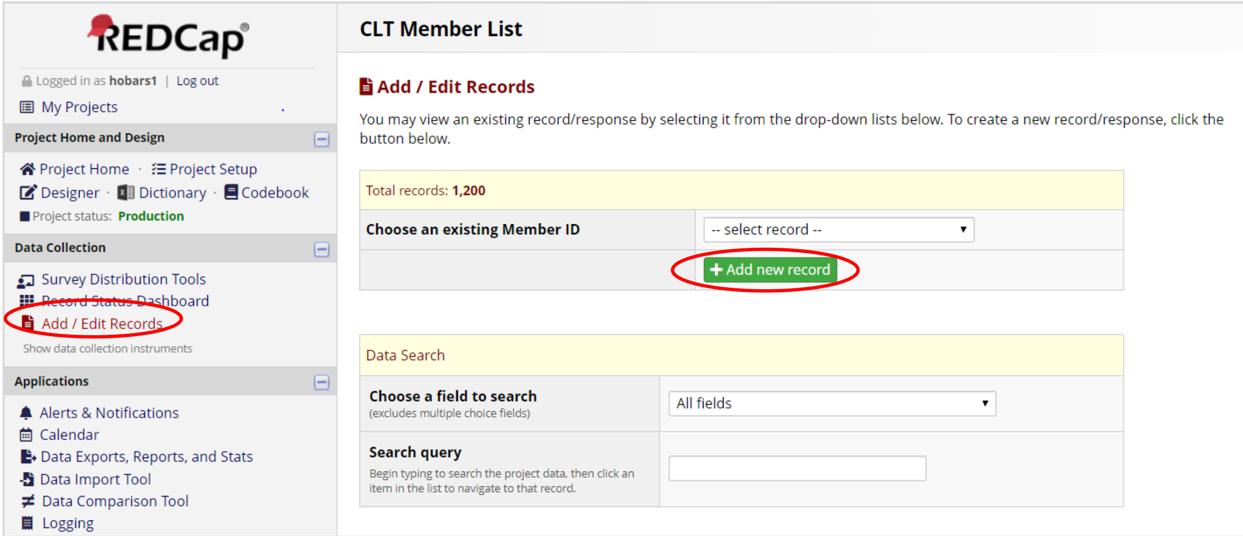
SHIP grantees are required to complete two projects in REDCap following the data entry schedule below. If you do not see these two projects in your "My Projects" list when you sign into REDCap, please contact your evaluation liaison at health.ship.eval@state.mn.us to gain access.

REDCap Project Name	Completed By	Description of Content	Due Date
CLT Member List	Grantees	Up-to-date list of current CLT members, their sector and role	May 31, 2020 Nov. 30, 2020
CLT Meeting Log	Grantees	List of meetings held and number of attendees	Nov. 30, 2020

Guidance for Completing the Member List in REDCap

SHIP Staff designated as Evaluation Points of Contact have been granted access to a project in REDCap called "CLT Member List." This project contains a form called "Membership List," which must be updated for all current CLT members twice per year (May and November).

You can view a list of members currently in the database by clicking on the **Record Status Dashboard** in the left side panel. To add a record for a new CLT Member, click **Add/Edit Records** on the left side panel, and click on the button "**Add new record**," shown in the red circle below. This will create a new record with an auto-generated Member ID.



Questions to Answer about Each Member

1. Member's first and last name

   This will be pre-filled for you if you clicked on an existing record from the Record Dashboard. If you created a new record, enter the member's first and last names where indicated.

2. Member's organizational affiliation (text box)

   This will be pre-filled for you if you clicked on an existing record from the Record Dashboard. If you created a new record, enter the name of the organization at which the CLT member is an employee, volunteer or member. If the CLT member is not affiliated with an organization (e.g., resident or community member), please type NONE. Do not enter the individual's job title.

3. Is this individual a SHIP or Public Health staff member? (Yes/No)

   If you answer "Yes" to this question, no additional questions will appear. ***SKIP to Step 11*** *below. SHIP staff are not considered members of the CLT. If you would like to record their names here for your own records, that is optional.*

4. Is this individual a current member of the CLT? (Yes/No)

   If you answer "Yes" to this question, additional questions will appear. Answer "No" if the member is no longer a member, and ***SKIP to Step 11*** *below.*

5. Which community leadership team is this individual a member of?

   Use the drop-down list to select the name of the CLT this member belongs to.

6. Member Contact Information

   The form asks you to enter ***either*** *the member's email address* ***or*** *complete mailing address. We are asking for this information so that when we repeat the CLT Participation Survey in the future, we will be able to send the survey directly to your members (if you select this* *survey administration option). You may enter your SHIP office address if you do not want to share CLT members' contact information.*

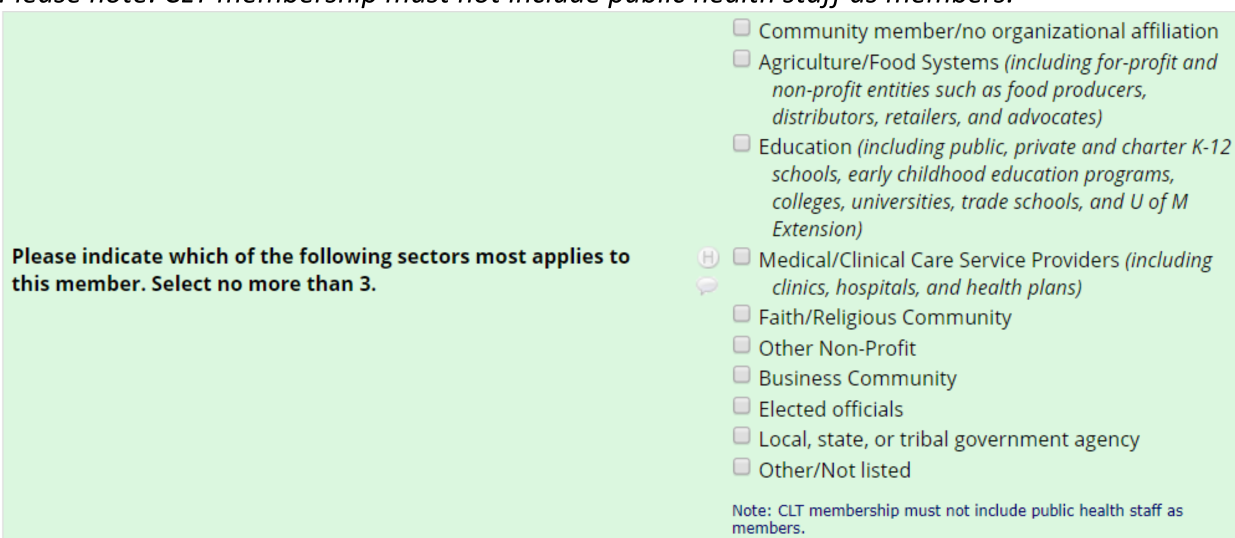
7. Is this member a chair or co-chair of the CLT? (Yes/No)

8. Does this member or their organization receive SHIP 4 Funds? (Yes/No)

   Please note: CLT membership should not include representatives that receive SHIP funding. If this is not possible, CLT members that receive SHIP funding must not participate in meetings where mini-grant or other funding decisions are made.

9. Please indicate which of the following sectors most applies to this member. Select no more than 3.

   Please note: CLT membership must not include public health staff as members.

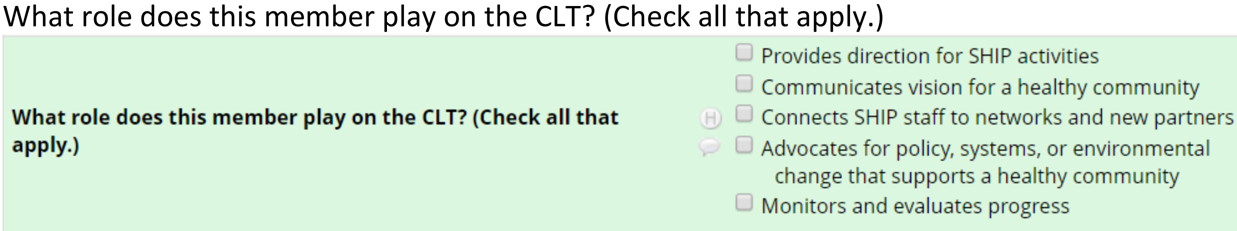


Please indicate which of the following sectors most applies to this member. Select no more than 3.

- ☐ Community member/no organizational affiliation
- ☐ Agriculture/Food Systems *(including for-profit and non-profit entities such as food producers, distributors, retailers, and advocates)*
- ☐ Education *(including public, private and charter K-12 schools, early childhood education programs, colleges, universities, trade schools, and U of M Extension)*
- ☐ Medical/Clinical Care Service Providers *(including clinics, hospitals, and health plans)*
- ☐ Faith/Religious Community
- ☐ Other Non-Profit
- ☐ Business Community
- ☐ Elected officials
- ☐ Local, state, or tribal government agency
- ☐ Other/Not listed

Note: CLT membership must not include public health staff as members.

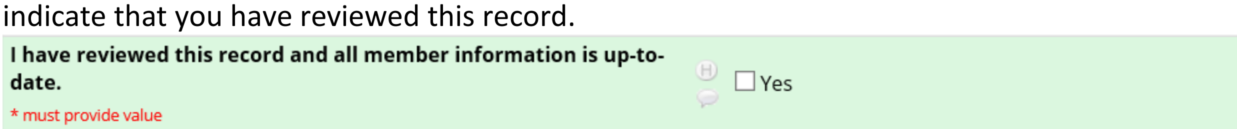
10. What role does this member play on the CLT? (Check all that apply.)



What role does this member play on the CLT? (Check all that apply.)

- ☐ Provides direction for SHIP activities
- ☐ Communicates vision for a healthy community
- ☐ Connects SHIP staff to networks and new partners
- ☐ Advocates for policy, systems, or environmental change that supports a healthy community
- ☐ Monitors and evaluates progress

11. When you have answered/reviewed all questions about the member, check the box to indicate that you have reviewed this record.

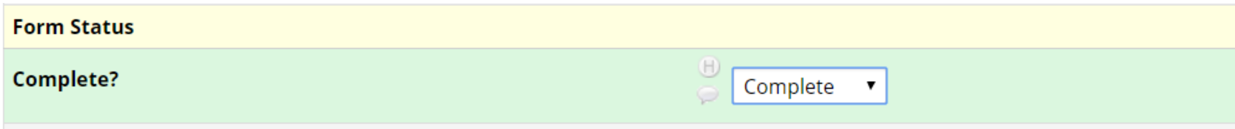


I have reviewed this record and all member information is up-to-date.

* must provide value

☐ Yes

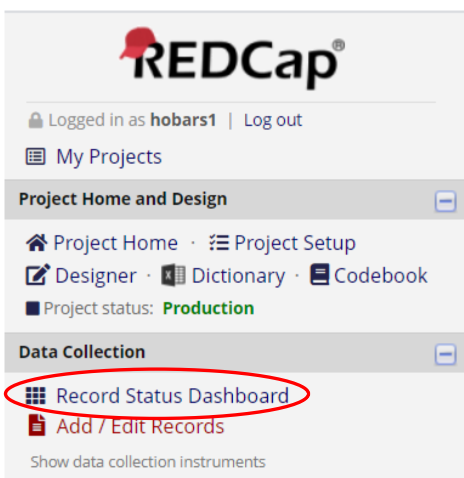
12. If you wish, you may change the form status from "Incomplete" to "Complete." MDH does not use this field, but you may use it to track your data entry. Changing the flag from "Incomplete" to "Complete" will change the color of the button icon for that record in the Record Status Dashboard from red to green.



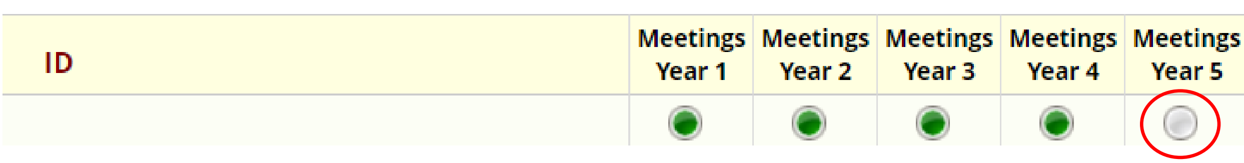
Guidance for Completing the Meeting Log in REDCap

SHIP Staff designated as Evaluation Points of Contact have been granted access to a project in REDCap called "CLT Meeting Log." This is where you will record the meeting length and attendance (total number of attendees) for each CLT meeting that was held during the prior grant year.

Step 1. To begin, click on the Record Status Dashboard to see a list of your CLTs. If you need to add a new record for a new CLT or change the name of your CLT, email your evaluation liaison at health.ship.eval@state.mn.us.



Step 2. In the Record Status Dashboard, find the column that says "**Meetings Year 5**," and click on the button in the row that corresponds to the CLT you want to enter data on.



Step 3. Enter the number of CLT meetings that were held during the prior grant year (November 1, 2019, to October 31, 2020). The form will include the dates of the correct year of data to enter. If your CLT has subcommittee or workgroup meetings, include those as separate meetings in the total.

After you enter the number, click anywhere outside the box or press the tab key. A series of fields will appear for each meeting (i.e., if you entered 12 in the box above, 12 sections will appear).

> *For example, the Healthy Minnesotaville CLT has full meetings 4 times per year. Each of the CLT's two subcommittees (Communications and Planning) also meet 4 times per year to work on their assigned tasks. The total number of CLT meetings is 4 full committee meetings + 4 meetings of the Communications subcommittee + 4 meetings of the Planning subcommittee = 12.*

Step 4. Enter the meeting date, length and number of members in attendance for each meeting.

Meeting date

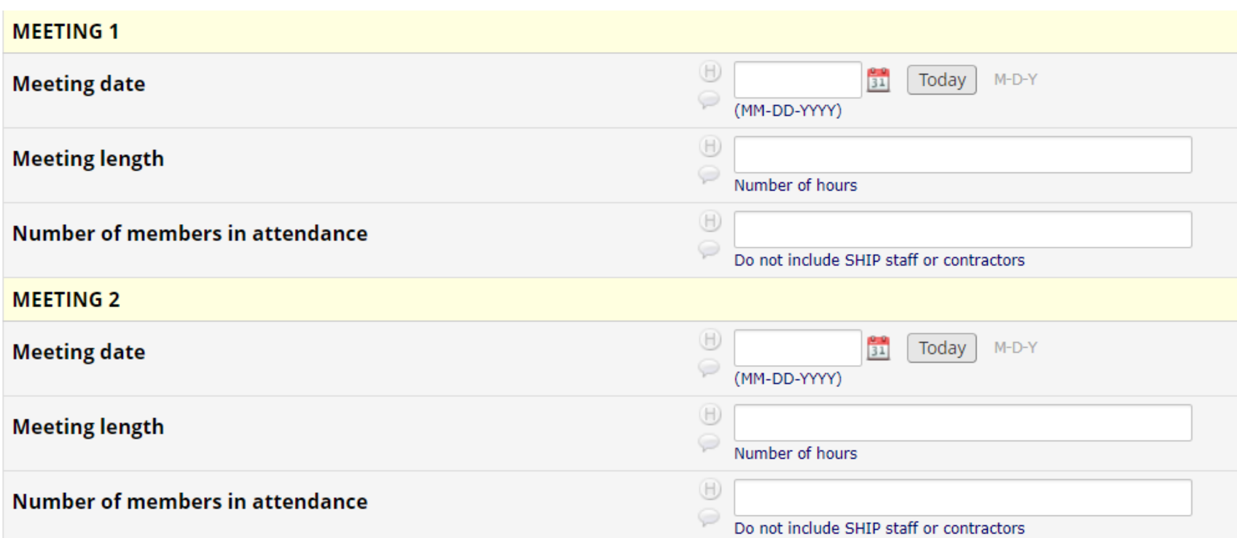
You can enter the date by typing it in manually (MM-DD-YYYY) or clicking on the calendar icon and selecting the date. You will get an error if you attempt to enter a date that is outside the range of the grant year.

Meeting length

Enter the number of hours the meeting lasted. Only enter whole numbers or decimals in this field (e.g., 1.5). Do not enter fractions or letters (e.g., 1 ½ hours).

Number of members in attendance

Include CLT members and community guests, if applicable. Do not include SHIP staff or contractors. If you do not know how many people were in attendance, leave the box blank.



MEETING 1	
Meeting date	Today M-D-Y (MM-DD-YYYY)
Meeting length	Number of hours
Number of members in attendance	Do not include SHIP staff or contractors
MEETING 2	
Meeting date	Today M-D-Y (MM-DD-YYYY)
Meeting length	Number of hours
Number of members in attendance	Do not include SHIP staff or contractors

Step 5. If you wish, you may change the form status from "Incomplete" to "Complete." MDH does not use this field, but you may use it to track your data entry. Changing the flag from "Incomplete" to "Complete" will change the color of the button icon for that record in the Record Status Dashboard from red to green.

Form Status	
Complete?	Complete ▾