**Minority Outreach and Technical Assistance (MOTA)**

**Partnership Meeting**

**Discrete Elements of MOTA Programs**

***MOTA programs are composed of some or all of the following program elements:***

**A. Required elements of all programs (from page 11 of the RFA)**

1. **Active participation in the Local Health Improvement Coalition,**
2. **Active participation in the cancer and tobacco coalitions,**
3. **Convening and participating in a Local Health Disparities Coalition,**
4. **Active collaboration with the Local Health Department ,**
5. **Sustainability activities (including applications for other funding), and**
6. **Sharing health disparities program information with local representatives**

For items 1 to 4 above, reportable activities include the number of meetings held, and the attendees at each meeting. Products to be appended to reports for items 1 to 4 include meeting agendas, meeting sign-in sheets, and meeting notes or minutes.

For items 5 and 6 above, activities should appear in the program plan, and are reported in the monthly narrative reports.

**B. Outreach activity, with measurable benefit to participants, is required of all programs. This may take the form of one or more of the following:**

1. **Group sessions where one-time attendance is the intent (one and done)**
2. **Group sessions that are part of a longitudinal series. Repeated attendance by participants is expected.**
3. **One-to-one face-to-face meetings of substantial length (15-20 min at least), usually with detailed information exchange, and likely referrals made for issues identified.**
4. **One-to-one longitudinal engagement with a client, such as CHW support**

For the group activities, reportable outputs include the number of events held, the attendance at each event, the total instances of attendance, the number of unduplicated persons within those instances of attendance, and the measures of impact. Products include educational curricula, pre- and post- tests, and other assessment tools.

For the one-on-one meetings, reportable outputs include number of meetings, number of instances of attendance, number of unduplicated persons reached, and the number and type of referrals made.

**C. Optional outreach activities include:**

1. **Organizing or attending health fairs or other activities with a booth or station.**
2. **Distribution of print materials to places for unattended pickup.**
3. **Social media activities**

**Performing any of these optional activities does not substitute for performing at least one of the required outreach activities in section B above.**

**The major effort of any MOTA program is in their section B activities. For any program, the activities can be plotted on the following grid:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Focus Area*** | **Group session**  **one and done** | **Group Session**  **Series** | **One-to-One**  **face-to-face**  **One time** | **One-to-One**  **face-to-face**  **series** |
| **Birth outcomes** |  |  |  |  |
| **Cardio-vascular** |  |  |  |  |
| **Diabetes** |  | **@** |  | **@** |
| **Obesity** |  | **@** |  | **@** |
| **Cancer** |  |  |  |  |
| **Tobacco** |  |  |  |  |
| **Asthma** |  |  |  |  |
| **HIV/AIDS** |  |  |  |  |
| **Health insurance** |  |  |  |  |
| **Medical Home** |  |  |  |  |
| **No Primary Care** |  |  |  |  |

*In the grid above, the plotting is shown for a program doing the Diabetes Prevention Program exclusively, which is a series of group sessions and some one-to-one face-to-face meetings dealing with diabetes and obesity.*

This grid can be summed over all MOTA programs to produce a snapshot of the number of programs performing particular intervention types in particular topic areas.

**Each cell in the grid above that is a program element will have its own performance measures regarding activity count, attendance, instances of attendance, persons reached, and impact.**

**MOTA Program Elements Planning Grid**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Element** | **Budget for Element** | **Staff time/ materials for element** | **Planned frequency of events** | **Expected average attendance** | **Cumulative instances of reach** | **Unduplicate persons reached** | **Measure of impact** | **Products and deliverables** |
| **LHIC partic** |  |  |  |  |  |  |  |  |
| **Cancer and tobacco partic** |  |  |  |  |  |  |  |  |
| **LHD collaborate** |  |  |  |  |  |  |  |  |
| **LHDC convene** |  |  |  |  |  |  |  |  |
| **Sustainability** |  |  |  |  |  |  |  |  |
| **Local reps** |  |  |  |  |  |  |  |  |
| **Group session one-and-done** |  |  |  |  |  |  |  |  |
| **Group session**  **Series** |  |  |  |  |  |  |  |  |
| **One-to-one single time** |  |  |  |  |  |  |  |  |
| **One-to one series** |  |  |  |  |  |  |  |  |
| **Booth/station**  **E.g. Health fair** |  |  |  |  |  |  |  |  |
| **Social Media** |  |  |  |  |  |  |  |  |
| **Materials left** |  |  |  |  |  |  |  |  |