

**Cultivating Outcomes through Equity in Behavioral Telehealth (COEBT)
Community Based Participatory Research (CBPR) Process
Steps for Choosing Communities of Focus and Community Organization Partners**

Description	Individual/Entity Responsible	Due By
<p>Step 1: Teams submit data (encounters including demo, service modality, diagnosis) to California Institute for Behavioral Health Solutions (CIBHS).</p>	<p>COEBT Teams</p>	<p>August 12, 2022</p>
<p>Step 2: 2 weeks later, teams get back data analysis report that includes:</p> <ul style="list-style-type: none"> • Summary of who is being served and by what modality • Comparison to county demographic data 	<p>CIBHS Evaluation Team</p>	<p>2 Weeks Following Data Submission</p>
<p>Step 3: Teams receive presentation on overarching CBPR process and steps involved in finalizing contracts with their community organization partners.</p>	<p>Tamu Green</p>	<p>August 25, 2022</p>
<p>Step 4:</p> <ul style="list-style-type: none"> • Teams provided a form to identify: <ol style="list-style-type: none"> 1. Priority community for COEBT 2. Community organization they hope to partner with to engage that priority community 3. 2 key contacts for the community organization 4. 2 Back Up community organizations • Teams provided a draft letter to send to the community organization (s) once identified: <ol style="list-style-type: none"> 1. Introducing the project 2. Identifying Scope of Work and stipend amount 3. Explaining the contract requirements 4. Informing them that CIBHS staff will be in touch with them shortly to finalize contracts and pay stipend. 	<p>CIBHS/Tamu Green</p>	<p>August 25, 2022</p>

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<p>Step 5:</p> <ul style="list-style-type: none"> Teams review their data reports internally and any other qualitative data they may have (i.e., stakeholder engagement processes during COVID). They identify their priority population. If they need assistance after internal discussion, they can set up office hours with Samantha and/or discuss in Coaching Call. 	COEBT Teams	August - September, 2022
<p>Step 6:</p> <ul style="list-style-type: none"> Teams identify community organizations that have relationships with the priority populations and will potentially contract to engage people from that community to learn more about their barriers to telehealth access and solutions. 	COEBT Teams	August - September, 2022
<p>Step 7:</p> <ul style="list-style-type: none"> Teams attend CBPR convening with Tamu Green and Adele James on September 14th, 1:00-3:00pm and have opportunity to hear from each other, Tamu, and Adele about strategies to approach potential partner community organizations. 	COEBT Teams/Tamu Green/Adele James	September 14 th , 2022
<p>Step 8:</p> <ul style="list-style-type: none"> Teams send the invitation letter to the community organization. 	COEBT Teams	By October 3, 2022
<p>Step 9:</p> <ul style="list-style-type: none"> Once the community organization has confirmed they would like to work with the COEBT Team, the key contact sends back CBPR form to CIBHS so CIBHS can begin contract process. 	COEBT Teams	By October 14 th , 2022
<p>Step 10:</p> <ul style="list-style-type: none"> The first CBPR training for the community organizations (COEBT teams also invited) occurs 	Community Organizations/ COEBT Teams/Tamu Green/ Adele James	Nov 3, 2022 1:00-3:00