

**WORK PLAN**

File Number 2011-2093

City of Richmond, Contra Costa Health Services, West Contra Costa Unified School District  
and Jason Corburn, Associate Professor, UC Berkeley

**Title/Purpose:** *The Richmond Health Equity Partnership: To support collaborative leadership among key systems working to improve health outcomes for children and families in Richmond schools and neighborhoods.*

**Objective:** *Develop a collaborative partnership between the City of Richmond (COR), Contra Costa Health Services (CCHS), and West Contra Costa Unified School District (WCCUSD) to advance health equity for children and families through the development of a **Health in All Policies strategy and Full-Service Community Schools strategy in Richmond** for duplication in other cities and areas of West Contra Costa County.*

Activities/Objective and Indicators	Outcomes and Deliverables	Timeline
<p><b>A) Intra-Agency Partnership &amp; Collaboration</b></p> <p>1. COR will convene the Richmond Health Equity Partnership (HEP), a group of leaders from the City, CCHS, and WCCUSD. Technical support to HEP and its subcommittee will be provided by Jason Corburn. The <b>WCCUSD</b> will lead the development of the <b>FSCS strategy subcommittee</b>, <b>CCHS</b> will lead the <b>Data Tracking and Health Report Card subcommittee</b>, and the <b>COR</b> will lead the <b>HiAP strategy subcommittee</b>. Community Engagement will be a key component of all the subcommittees. The COR will be responsible for coordinating schedules and facilities for the HEP and subcommittees.</p>	<p><b>A) Improved existing and newly established intra-agency partnerships focused on promoting health equity and participating in Healthy Richmond activities, as evidenced by:</b></p> <p>A1. A regular HEP meeting and sub-committee schedule will be established. Each subcommittee will develop a community engagement strategy. Minutes from all meetings will be kept and distributed by the subcommittee lead.</p>	<p>Months 1-24</p>

<p>2. The HEP will collaboratively develop a matrix of existing activities and draft a strategy for on-going information sharing and coordination. COR will compile and update bi-annually the matrix to ensure activities are coordinated and leveraged. An accompanying strategy for sharing information between partners will be established and distributed by the COR.</p> <p>3. COR with input from the HEP will draft a memorandum of understanding (MOU) defining roles and responsibilities of partners, including a timeline of activities needed to meet project objectives.</p> <p>4. COR will provide a progress report on the implementation of the Health and Wellness Element (HWE), including how HEP activities can be supported by goals and policies in the HWE.</p> <p>5. WCCUSD, with support from the HEP, will develop a coordinated FSCS strategy for the WCCUSD schools in Richmond. The HEP will engage parent groups, school staff, residents, and community stakeholders in development of the FSCS strategy. The HEP will present and obtain input on the draft FSCS strategy from the Healthy Richmond steering committee.</p> <p>6. WCCUSD, with support from the HEP, will explore opportunities to pilot implementation of the FSCS strategy at Peres and Chavez Elementary Schools.</p>	<p>A2. A matrix of all Health &amp; Wellness activities each partner is engaged in Richmond will be developed and maintained.</p> <p>A3. An executed MOU that details roles and responsibilities of the HEP and subcommittee workplans will be developed that, include a timeline of activities to be undertaken to meet project objectives and payment provisions.</p> <p>A4. All HEP partners will coordinate activities with the COR to support the advancement of Implementing Actions identified in the Health and Wellness Element.</p> <p>A5. WCCUSD will develop a written FSCS strategy with input from the HEP, parents groups, Healthy Richmond, and other community groups.</p> <p>A6. WCCUSD will develop a written workplan to pilot the FSCS strategy at Peres and Chavez schools.</p>	<p>Months 1-24</p> <p>Months 1-3</p> <p>Months 1-24</p> <p>Months 1-20</p> <p>Months 18-24</p>
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<p><b>B) Cross Sector Learning</b></p> <ol style="list-style-type: none"> <li>1. The HEP will organize joint trainings for staff on Health in All Policies and Full-Service Community Schools.</li> <li>2. Partners will engage in trainings and shared learning on different FSCS and HiAP models/strategies in practice across the country. Evaluation of models will include exploring their links to health equity and how they could be implemented in Richmond and other areas of West Contra Costa County. Evaluations will be completed at the subcommittee levels with COR taking the lead on HiAP and WCCUSD leading the FSCS models.</li> </ol>	<p><b>B) Increased knowledge among all partner agencies and staff of how HiAP and FSCS can promote health equity in Richmond, as evidenced by:</b></p> <ol style="list-style-type: none"> <li>B1. The HEP will organize at least two joint trainings on HiAP and FSCS models for staff.</li> <li>B2. Partners will go on at least two site visits (e.g. Redwood City or other locations) where a FSCS model has been implemented.</li> </ol>	<p>Months 3-18</p> <p>Months 4-8</p>
<p><b>C) Health in All Policies (HiAP) Training and Policy Development</b></p> <ol style="list-style-type: none"> <li>1. COR and CCHS, with support from Professor Corburn, will jointly develop training curriculum, materials, and agendas for a series of trainings on health and health equity for City of Richmond and WCCUSD staff.</li> <li>2. COR and CCHS, with support from Professor Corburn, will jointly conduct training sessions for the Richmond City Council, City Planning Commission, Richmond Neighborhood Coordinating Council, city commissions and Healthy Richmond HUB focused on health equity &amp; Health in All Policies. Professor Corburn and CCHS staff will present as</li> </ol>	<p><b>C) Increased capacity among city staff and its partners and strengthened coordination among all City of Richmond departments to implement HiAP in day-to-day city management, as evidenced by:</b></p> <ol style="list-style-type: none"> <li>C1. A training curriculum, materials and agendas will be developed for trainings.</li> <li>C2. A minimum of 4 Health Equity and HiAP trainings will be held.</li> </ol>	<p>Months 8</p> <p>Months 8-24</p>

<p>experts on the impact of City policies on community health.</p> <ol style="list-style-type: none"> <li>3. CCHS will provide technical assistance to COR departments and WCCUSD divisions beginning to implement HiAP strategies.</li> <li>4. COR will draft a City HiAP Strategy for consideration by the Richmond City Council. The HiAP strategy shall be linked to the City’s budget and business plan.</li> <li>5. The HEP will explore development of ordinances and other joint resolutions between the City, CCHS and WCCUSD to institutionalize HiAP with participating agencies, and support the FSCS strategy in Richmond.</li> <li>6. The HEP will share lessons of the City’s HiAP with Healthy Richmond HUB and other TCE Building Health Communities (BHC) sites; federal, state, and local agencies; and, health and municipal organizations.</li> </ol>	<ol style="list-style-type: none"> <li>C3. A log of technical assistance provided to COR departments by CCHS and other experts will be kept and a Frequently Asked Questions (FAQS) will be developed.</li> <li>C4. A draft City HiAP strategy will be presented to the Richmond City Council by the City Manager and Professor Corburn.</li> <li>C5. Recommendations of potential ordinances or joint resolutions between partners to support HiAP work and FSCS implementation in Richmond developed.</li> <li>C6. Lessons from COR HiAP work will be shared with other TCE BHC sites and federal, state, and local agencies; health and municipal organizations through at least three one-on-one meetings and two presentations at conferences.</li> </ol>	<p>Month 18-24</p> <p>Month 18-24</p> <p>Months 8-24</p> <p>Months 8-24</p>
<p><b>D) Community Engagement</b></p> <ol style="list-style-type: none"> <li>1. The HEP will participate in Parent Leadership Trainings, School Site Councils (SSC), and parent meetings at Peres and Cesar Chavez Elementary Schools.</li> <li>2. WCCUSD will hire and train one to two parents (from either Peres or Chavez) to become part-time community organizers</li> </ol>	<p><b>D) Strengthened parent knowledge of and participation in Health Equity strategy, Health &amp; Wellness Element Implementation &amp; Healthy Richmond activities, as evidenced by:</b></p> <ol style="list-style-type: none"> <li>D1. HEP will participate in at least twelve school meetings at both Peres and Chavez schools (12 at each school).</li> <li>D2. One to two parents are hired and trained to serve as community organizers and school</li> </ol>	<p>Months 4-24</p> <p>Months 9 – 24</p>

<p>and liaisons for the FSCS implementation pilot.</p> <ol style="list-style-type: none"> <li>3. The HEP and school liaisons shall review school parent priorities generated through the HWE implementation neighborhood action plans and conduct further engagement and assessment to determine how to pilot the FSCS strategy implementation.</li> <li>4. The HEP will continue to implement built environment interventions that meet the needs of parents and schools as part of implementation of the Health and Wellness Element.</li> <li>5. HEP will jointly hold community meetings to develop the FSCS strategy and City HiAP strategy.</li> </ol>	<p>liaisons for pilot FSCS sites.</p> <ol style="list-style-type: none"> <li>D3. A menu of parent priorities for school services and improvements outside of schools is developed for pilot FSCS implementation at Peres and Chavez schools.</li> <li>D4. Community resources that address parent priorities are integrated into the FSCS pilots at Peres and Chavez schools (e.g. provide nutrition classes in school, increase physical activity at recess, build school gardens, expand CCHS mobile clinics to Peres and Cesar Chavez elementary schools in Richmond).</li> <li>D5. At least five community meetings on the development and implementation of the FSCS strategy will be held.</li> </ol>	<p>Months 1- 12</p> <p>Months 1-24</p> <p>Months 9-24</p>
<p><b>E) Data Tracking and Health Equity Report Card</b></p> <ol style="list-style-type: none"> <li>1. Building off the HWE pilot implementation’s data report, the HEP will identify indicators to measure effects of the HWE implementation on health equity in Richmond; identify data needs and gaps; work with the Healthy Richmond HUB to align with core outcomes &amp; measures; explore participation by Kaiser and other health providers to obtain more complete health data to create a health</li> </ol>	<p><b>E) Increased ability among system and community partners to answer whether or not Richmond’s neighborhoods and residents are moving toward greater health equity, as evidenced by:</b></p> <ol style="list-style-type: none"> <li>E1. CCHS will draft a report outlining existing health outcome and determinant data and identify potential data needs/gaps. Participation by Kaiser, Healthy Richmond HUB, Community Clinics Consortium, and others is identified.</li> </ol>	<p>Months 1- 9</p>

<p>atlas for Richmond and its neighborhoods; and prepare internal report of findings.</p> <p>2. CCHS with support from the HEP will evaluate existing data and indicators by neighborhood in Richmond where possible. CCHS will prepare a report of findings and present to the HEP. Professor Corburn, with input from the HEP, will draft &amp; review new indicators with links to HiAP and FSCS strategies.</p> <p>3. CCHS, with support from the HEP, will develop a system for long-term, on-going tracking and reporting of Health Equity data within Richmond. Roles of each Agency will be reviewed and described.</p> <p>4. CCHS, with support from the HEP, will draft a Health Equity Report Card for Richmond that also aligns with the outcomes of Healthy Richmond. The HEP will distribute the Richmond Health Equity Report Card via internet and other distribution formats.</p>	<p>E2. CCHS will draft a report summarizing existing data and indicator maps by neighborhood in Richmond and presented to the HEP. Additional indicators/ data will also be linked to HiAP and FSCS strategies for review with the HEP.</p> <p>E3. CCHS, with support from the HEP, will develop a System for tracking and reporting on the selected indicators within Richmond.</p> <p>E4. CCHS, with support from the HEP, will develop a Richmond Health Equity Report Card and distribute it via internet and other formats.</p>	<p>Months 1-12</p> <p>Months 12-24</p> <p>Month 18-24</p>
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