

# **Oregon Tribal Tobacco Prevention Education Program (TPEP)**

## **Revised 2019-2021 Funding and Program Guidance Related to COVID 19**

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## OVERVIEW

**The purpose** of this document is to provide guidance and support to Tribal governments for Tobacco Prevention and Education Programs (TPEP) during the COVID-19 pandemic. The Health Promotion and Chronic Disease Prevention (HPCDP) section of the Oregon Health Authority's Public Health Division (OHA-PHD) understands the need for flexibility with program requirements and is committed to helping Tribal TPEP teams navigate the myriad issues that COVID-19 presents. Thank you for your continued work to ensure a strong and healthy community.

**COVID-19**, which quickly followed the outbreak of vaping-related illnesses and death last fall, is another reminder of the importance of the prevention work you do. Reducing the burden of commercial tobacco helps prevent chronic disease and reduces health disparities that are exacerbated by infectious disease outbreaks like COVID-19. Perhaps now more than ever, we can see the valuable role our work plays in creating resilient communities.

**In this document**, you will find guidance for submitting revised budgets and program plans. This includes practical information, like timelines and reporting, as well as considerations for aligning and pivoting Tribal TPEP activities to address the concerns and challenges that COVID-19 has caused. Please reach out to your HPCDP liaison with questions and requests for support. The Northwest Portland Area Indian Health Board (NPAIHB) is also available to help Tribal TPEP coordinators and supervisors strategize about how TPEP work contributes to community health and resilience moving forward.

## TIMELINE

Guidance on program plan and budget revisions related to COVID-19 released	April 30, 2020
Revised 2019-20 budget due (if applicable)*	May 29, 2020
Notification of revised 2019-20 budget approval (if applicable)	June 10, 2020
Revised 2019-21 program plan due (if applicable)	July 31, 2020
Revised 2020-21 budget due (if applicable)*	July 31, 2020
TPEP Period 2 report open for reporting period January 1 – June 30, 2020	July 1 – Aug 15, 2020
Notification of revised 2020-21 budget and program plan approval (if applicable)	August 14, 2020

\*If revisions will not be submitted, please notify Community Programs Liaison by due date.

## CONSIDERATIONS FOR PROGRAM PLAN REVISIONS

Any grantee is welcome to submit a revised program plan if they anticipate different commercial tobacco prevention activities during this grant period. **Revised program plans can be submitted to your HPCDP liaison by July 31<sup>st</sup>, 2020.** Your Tribal TPEP program plan is a tool that helps HPCDP and the NPAIHB provide meaningful and relevant support, technical assistance and training. With that in mind, each program should aim to have a program plan on file that reflects your program's work during this unprecedented time.

### CONSIDERING SUBMITTING A REVISED PROGRAM PLAN?

When deciding whether to submit a revised program plan, please consider the following:

- Have the activities in your current program plan been delayed? Has it been difficult to complete planned activities because of the community response to COVID-19?
  - Consider pausing planned activities in this current quarter and moving them one or two quarters later in the biennium.
- Have planned activities changed substantially? Are you pivoting or changing the activities in your current plan because of internal or external changes?
  - Consider submitting a program plan with revised activities.
- Does the current program plan reflect your activities and timeline?
  - Consider revising your program plan to more accurately reflect your program's activities, the status of those activities, and new timelines.

### CONSIDERATIONS FOR CONTENT OF REVISED PROGRAM PLANS

If you are considering how to pivot or reframe issues and strategies, HPCDP and NPAIHB are available to help. We can consult on how your work contributes to protecting and improving the health of your community during and after the COVID-19 pandemic.

Considerations for your program might include:

- Internal and external partners may have shifted their focus significantly. Who are your partners who are thinking about community resilience, health disparities, and preparing now for the next outbreak?
- Commercial tobacco use contributes to more severe COVID-19 symptoms. How can the Native Quit Line promotion and support services be enhanced at this critical time?
- COVID-19 has provoked renewed commitment to fostering healthy communities. How can your program contribute to these conversations, mobilize new and existing partners, and help increase community resilience?
- Preventing commercial tobacco use helps prevent chronic disease. Who are your health system partners who are interested in preventing cancer, heart disease, arthritis and stroke? Where are the opportunities to bring new partners mobilized in response to

COVID-19 together with your partners who work in chronic disease prevention and health promotion? How can they support one another?

- How does your community heal? Are there TPEP activities that support recovery from the COVID-19 isolation period?

#### **NEW OPTIONAL ACTIVITIES FOR PLAN REVISION**

- Develop a list of 6-10 new strategic partners that serve and support your community. Reach out to representatives of four of these to share chronic disease self-management supports, Native Quit Line materials, and to foster future relationships.
- Expand promotion of quitting services by developing a list of contacts in the health system and reaching out with information about chronic disease and COVID-19 severity and available options for quitting, particularly Native Quit Line promotion and other commercial tobacco cessation and prevention materials.
- Create a communications calendar to regularly promote the Native Quit Line and the We See/They See youth prevention launched 4/21 through 7/19 (see Resources section below).
- Review your existing communications plan and devise 2-3 communications actions you can take to indicate how chronic disease issues are exacerbated by the current pandemic and social distancing response.
- Dedicate time to brush up on policy solutions - review best practice documents and recorded webinar trainings on policy, systems, environmental (PSE) change. (See resources from National Native Network, CADCA, Public Health Law Center, ChangeLabs in Resources section below).
- Commit to becoming a part of a group that supports HPCDP in developing training materials for upcoming Community Policy Leadership Institutes (CPLI) or technical assistance on PSE approaches in commercial tobacco prevention.
- Develop systems to track and respond to increased volume of contact from community members through the Native Quit Line media campaign and Smoke-Free Oregon website traffic. Create systems to encourage these concerned individuals to become local community champions.
- Explore and brainstorm various policy, systems, environmental (PSE) proposals that could be implemented in anticipation of a re-opened society: smoke-free areas, worksite wellness policies, or commercial tobacco retail policies with local governments in your tribal service area.
- Volunteer to be a part of a statewide evaluation advisory group (see Reporting and Evaluation section below).
- Organize and document your change journey so far by pulling together best practices, your tribal data sources and policy proposals in one polished document.

- Plan the PSE effort by completing the Midwest Academy Strategy Chart that outlines your short and long-term PSE goals, considerations, opponents and supporters and key PSE decision-making targets (See Resources section below).

## REPORTING, MONITORING & EVALUATION

Grantee activities may have slowed or stopped during the COVID-19 response time. Though this is to be expected, Tribal TPEP grantees should still plan to submit written reports to OHA-HPCDP using the reporting form provided by HPCDP. The Period 2 reporting form will be due August 15, 2020 and will cover the reporting period January 1, 2020 – June 30, 2020.

Evaluation and monitoring activities will be limited during the COVID-19 response period. Prior to July 1, 2020, Tribal TPEP grantees are only required to continue the following evaluation and monitoring activities:

- Share tribal resolutions and policies with state TPEP and Northwest Portland Area Indian Health Board (NPAIHB) to be included in the NPAIHB Tribal policy tracking system.
- Share experiences and successes through the submission of at least one (1) success story. (See Appendix C of the 2019-21 Tribal TPEP RFA for guidance).

### **Optional opportunities to participate**

#### 1. Native Quit Line Evaluation

HPCDP requests volunteer Tribal TPEP coordinators to support the evaluation, beginning in June 2020. Members of the stakeholder engagement team, will be enlisted to:

- Help select the contractor to conduct the evaluation;
- Provide feedback on draft data collection tools;
- Pilot test surveys/interviews conducted with grantees;
- Participate in data collection and;
- Attend evaluation webinars to review preliminary results and provide feedback.

**Please contact your Community Programs Liaison by May 20<sup>th</sup> if you are interested in participating.** The anticipated time commitment is 10-15 hours total by June 30<sup>th</sup>, 2021.

#### 2. Smokefree Oregon (SFO) Tobacco Prevention Campaign Evaluation

HPCDP is evaluating the SFO campaign including the We see/They see campaign and requests volunteer TPEP coordinators to participate in the SFO evaluation advisory committee. Members of the stakeholder engagement team will attend advisory committee meetings to review evaluation findings and provide recommendations.

**Please contact your Community Programs Liaison by May 20<sup>th</sup> if you are interested in participating.** The anticipated time commitment is no more than 10-15 hours total through June 30<sup>th</sup>, 2021.

## TRAINING AND TECHNICAL ASSISTANCE

HPCDP training and technical assistance is reduced to allow more time and space for grantees during the COVID-19 response period. Remote training and technical assistance learning opportunities will begin in July 2020. Trainings offered will be focused on current and emerging priority areas and will support networking and collaboration with peers, including sharing lessons learned and successful strategies.

Participation is not required any time before July 1, 2020. After July 1, 2020 the Tribal TPEP Coordinator and any staff funded at 0.5 FTE or more in the Tribal TPEP budget are expected to complete all required training.

Training Opportunity	Status	Participation requirements
Trainings related to commercial tobacco prevention strategies and policy priorities	Offered remotely beginning August 2020.	Expected after July 1, 2020
Tribal TPEP Statewide Calls	On hold through May 31 <sup>st</sup> , 2020	Optional through June 30, 2020 (Schedule TBD by NPAIHB and Tribal TPEP)  Expected after July 1, 2020
Regional Support Networks (by geographic region)	On hold through May 31 <sup>st</sup> , 2020	Optional through June 30, 2020  Expected after July 1, 2020
Tribal Prevention Quarterly Meetings	Next meeting June 2020 – We hope to hold this meeting remotely. Information will be emailed out May 2020.  We hope the in-person meetings can restart in September.	Optional
Community Policy Leadership Institutes	Launching Fall 2020	Optional

Grantee and Contractors Meeting	Fall 2020 CANCELLED	N/A
Place Matters Conference	FALL 2020 CANCELLED	N/A

## CONSIDERATIONS FOR BUDGET REVISIONS

### **2019-20 Budget Revisions**

Revised Tribal TPEP 2019-2020 budgets must be submitted by May 29<sup>th</sup>, 2020, if work or staff FTE has reduced or stopped during the COVID 19 response period. HPCDP will use revised budget amounts to prepare 2020-21 Tribal TPEP PE 16 amendments to be in place by July 1, 2020.

### **2020-21 Budget Revisions**

Revised Tribal TPEP 2020-2021 budgets must be submitted by July 31st, 2020, if the total proposed annual amount for 2019-20 has increased or decreased from the approved budget on file.

Please consider the following when planning budget revisions:

1. All planned in-person HPCDP sponsored trainings and meetings will likely be held remotely through the rest of the biennium (see Training and TA section above).
2. All budget categories increasing or decreasing more than 10% require approval through the budget modification revision submission process.
3. Revisit pages 25-28 of the [2019-21 Tribal TPEP Request for Application - Program and Budget Guidance](#) section for more information about budget guidelines including staffing requirements.

All budget modification requests should be sent to your Community Program Liaison.

## RESOURCES

Native Quit Line campaign: <https://smokefreeoregon.com/native-quit-line/>

Smokefree Oregon We See/They See Prevention Ad Campaign:

<https://smokefreeoregon.com/stronger-together/> (communications toolkit available on TPEP portal)

**Smokefree Oregon TPEP Portal:** <https://smokefreeoregon.com/login/>

**HPCDP Connection Tribal Tobacco Policy:**

<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/CHRONIC/DISEASE/HPCDPCONNECTION/TOBACCO/Pages/TribalPolicy.aspx>

**Northwest Portland Area Indian Health Board Tobacco Resource Library:**

[http://www.npaihb.org/resource-lib/?fwp\\_keyword=tobacco](http://www.npaihb.org/resource-lib/?fwp_keyword=tobacco)

**National Native Network resources and webinars:**

<http://keepitsacred.itcni.org/resources/webinar-archive/>

**Sample resources from the Tribal Community Coordinating Center in California:**

<https://www.ca-tccc.org/resources-events/resources-media/>

**Midwest Academy Strategy Chart form and instructions:**

<https://center4tobaccopolicy.org/wp-content/uploads/2017/03/Midwest-Strategy-Chart-Guide-The-Center-FEB-2017.pdf>

**Public Health Law Center webinars and resources:**

<https://publichealthlawcenter.org/webinars/archived>

**Change Labs Solutions webinars and resources:** <https://www.changelabsolutions.org/search>  
(filter by tobacco prevention and webinar)